

Concerns of Police Survivors, Inc. Illinois Chapter

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Survivor Weekend and Camps Travel Assistance

This form must be filled out for each participant (household). If submitting for a child/minor, the parent or legal guardian must sign the acknowledgment below on behalf of the child.

Your Fallen Officer: _____ End of Watch: _____

Household Members	Relationship	Airfare or Fuel	Hotel		Other	Total

Mailing Address: _____

Phone: _____ Email: _____

Reimbursement Checks can be split, if needed. If part of the covered expenses were paid for by another person (Shared hotel, families traveling together).

Issue reimbursement to: _____ Amount: _____

Mailing Address: _____

Adult Signature: _____ Date: _____

Adult Signature: _____ Date: _____

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Reimbursement Details:

Survivor Weekend and Camp Travel Assistance funding has been set for 2026 in the amount of \$500 per person.

Eligible items for reimbursement include: Airfare/Fuel, Travel Insurance, Hotel Room, Airport/Hotel Parking, Baggage Fees.

Fuel is actual receipts for fuel. Air travel should be booked no later than 3 weeks prior to the event. Major airports are encouraged, and tickets booked at the lowest fare available. Parking charges can be included, the cost of checking a maximum of one piece of luggage per individual, and travel insurance can also be included.

Attendees will be expected to travel at the least expensive mode of travel (air or personal vehicle). If an individual chooses to travel in another mode that is more expensive, the individual will be reimbursed only for the amount of what the least expensive mode of travel would have cost, e.g., if a round-trip airfare to destination is \$300, and vehicle fuel cost to the destination is \$600, reimbursement will be only \$300 if the person chooses to drive, not \$600.

If two or more individuals are traveling by personal vehicle only one person can claim fuel. This can be divided by the number of riders for reimbursement purposes to establish least expensive mode of travel.

Any authorized reimbursement to an individual(s) is predicated/contingent upon the Chapter having adequate funds available and that a request form has been properly completed and approved.

All receipts for travel and hotel reimbursements must be attached. Expenses NOT allowed include but not limited to: meals, snacks, beverages, personal items or entertainment, upgraded travel accommodations, extended stays.

This form is only for approved travel Survivor Weekend and Camp Travel Assistance

Mail or Scan and email Receipts and form to Registered Address or Treasurer with in 30 days of attending the Weekend and/or Camp. Information will be verified by the National Office which may delay reimbursement.

Receipts must be clear enough to print at 8"x11" for professional audit purposes.