

**Retirement Plan for CTA Employees**  
**Educational Conference Request for Advance Reimbursement**

I am submitting this Advance Reimbursement form in connection with my proposed attendance at the following educational conference:

\_\_\_\_\_

I understand that I must attach receipts for the expenses for which I am requesting advance reimbursement

Location of Conference \_\_\_\_\_

Expenses Associated with Conference Attendance for which I am requesting advance reimbursement:

Airfare, Train, Bus Ticket	\$ _____
Hotel	\$ _____
Conference Registration Fee	\$ _____
Other	\$ _____
Total Advance Reimbursement	\$ _____

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature