



## Board of Examiners Reimbursement Request

**Please review the Examiner Reimbursement policy:** *Examiners whose application assignments require out-of-town travel may request reimbursement of **up to \$175/day**, if their employer will not cover the expense. Examiners must complete the Reimbursement Request form and provide copies of receipts in order to receive reimbursement. Examiners may receive reimbursement for site visit days only. Reimbursement is **not** paid for training or consensus meetings.*

If the Reimbursement policy applies to you, complete this form and email it to [examiners@tncpe.org](mailto:examiners@tncpe.org). Per Diem checks will be processed within 10 business days.

Examiner Name: \_\_\_\_\_

Applicant #: \_\_\_\_\_ Applicant Level: \_\_\_\_\_

Dates of Site Visit: \_\_\_\_\_

Date of Post-Site Visit Meeting: \_\_\_\_\_

**Note:** *You will not be reimbursed for the day of the post-site visit meeting if it was held virtually*

I have confirmed that my employer will not cover travel expenses for examiner site visit and I am requesting reimbursement.

I request reimbursement for the following amount (receipts attached): \_\_\_\_\_

### Maximum Reimbursement of \$175/Day

Level	Length	Maximum
2	2 days	\$350
3	3 days	\$525
4	4 days	\$700

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please remit payment to: \_\_\_\_\_

Mailing address: \_\_\_\_\_