



**MODERATOR/SPEAKER EXPENSE FORM  
OUT-OF-STATE SPEAKERS  
2020 CityLaunch Conference  
San Diego, California**

Payable to: (check one)

- Speaker
- Company

Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Country \_\_\_\_\_  
 Phone \_\_\_\_\_

- Please attach original or copies of each receipt to this claim and **SUBMIT TO THE EMAIL ADDRESS BELOW** after March 24 and before April 3, 2020. Reimbursement will only be for expenses with receipts due to our audit requirements.
- All reimbursements will be paid in U.S. Dollars by check to payee designated above. If no payee designation is noted, we will reimburse to company.
- Reimbursement is as incurred.
- Refer to the Benefits and Conditions of Engagement for Speakers & Moderators for further details.

Description	Amount
Travel - Up to \$650 economy airfare	
Ground Transportation & Parking - Up to \$100 to/from airport/convention center	
Lodging - Two (2) nights at \$239 (standard room plus tax)	
<b>Total</b>	

\_\_\_\_\_  
*Speaker/Moderator Signature* *Date*

\_\_\_\_\_  
*Approved By*

Connected Collaborative Communities  
 207 Fifth Avenue  
 San Diego, CA 92101  
 Phone: 877-468-5222  
 Email: jenny@jmdevinegroup.com

**REIMBURSEMENT REQUEST DEADLINE IS APRIL 3**