



# March 2026 UI IB Subcommittee Meeting Travel Reimbursement Information

January 15, 2026

## Cover Letter Format

COVER LETTER TO REIMBURSE STATE PARTICIPANTS FOR TRAVEL EXPENSES  
for the NASWA/UI IB Subcommittee Meeting

(DATE)

Donisha Turner  
444 North Capitol Street, NW  
Suite 300  
Washington, DC 20001

To Donisha Turner,

Enclosed are the approved travel expenses for (STATE PARTICIPANT) who attended the (DATE) UI IB Subcommittee meeting held in (LOCATION).

All expenses to be reimbursed have been approved by the State agency. Any original receipts that were required were submitted to the State agency. Enclosed is a copy of the travel documents, including receipts, that were approved by the state.

Please reimburse (INVOICE NUMBER) for the State of (STATE NAME) the amount of (\$ AMOUNT). Send the check to (ADDRESS).

If you have any questions, please contact (NAME) at (PHONE) or (E-MAIL).

Sincerely,  
(NAME)  
(TITLE)  
(ADDRESS)

Enclosures: as stated

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