**Re:** Financial Aid Request for December 17 and 18 meetings

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

Dear CommHIT Administration:

Please accept this request for financial assistance to cover the cost of the hotel for the upcoming C3w+ meetings. The distance traveled is greater than 100 miles and therefore a hotel stay is needed.

As my health organization is a C3w+ partner, and finds great value in the meetings, I would very much like to attend and participate. Coming from a distance and a small department makes the financial considerations a challenge.

I understand that CommHIT can pay up to the federal General Services Administration (GSA) rate for a hotel closer to the Kennedy Space Center.

[ ]  I am requesting for the night of Dec 17 to attend meetings on Dec 18

[ ]  I am requesting for two nights: nights of Dec 16 and Dec 17 to attend CommHIT24 & meetings on Dec 18

CommHIT will reimburse for parking (if required) at the hotel. If a hotel costs more than the GSA allowable rate, the grant participant will have the option to pay for the remainder of the hotel cost.

I am requesting that CommHIT:

[ ]  **Option 1.** Reimburses my hotel and, if applicable hotel parking, cost.

[ ]  **Option 2.** Reserves and pays for a hotel and hotel parking for me. I understand that I may need to provide a credit card to the hotel for incidentals, and CommHIT will not pay for incidentals.

Thank you for your consideration,

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Participant 1 Name Name and Title of Requestor

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Participant 2 Name Requestor Signature