

**REWARDS REDEMPTION REQUEST FORM**

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

Agency: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

I agree to abide by the policies and procedures of the Columbia Chapter NIGP Rewards program. I will provide a copy of the class certificate, receipt or attendance form as proof of my attendance or I will reimburse Columbia Chapter for the Rewards money I have received. If, for any reason, I must cancel my attendance prior to the event I have received funds for, I will return the reimbursement back to the **Past President**. I may reuse my rewards for another event, as long as it falls within the calendar year in which it was awarded, and will submit a separate form for that function/event.

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

I wish to use my Columbia Chapter Rewards to attend the following Columbia Chapter/NIGP function:

Columbia Chapter       NIGP

Date(s): \_\_\_\_\_

Name of the Event: \_\_\_\_\_

Location: \_\_\_\_\_

Cost: \$ \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Check made out to: \_\_\_\_\_

Mailed to: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Submit completed form to the Columbia Chapter Past President:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_ Amount \$: \_\_\_\_\_