

**Making Connections: A Pediatric Brain Injury Conference**  
**10/26/2019 – Austin, Texas**  
**Initial Travel Expenses Request Form**

We are excited about our 3<sup>rd</sup> Annual Pediatric Brain Injury Resource Fair & Conference coming up on 10/26/2019 at Woodlawn Baptist Church in Austin, Texas. We don't want travel expenses to be the reason a family doesn't attend the conference. If you need assistance with your travel expenses to attend the conference, please fill out the application below. Email the form to [ronda@teamlukehopeforminds.org](mailto:ronda@teamlukehopeforminds.org) or fax to 806-517-2769. If you have questions, email Ronda or call her at 512-845-1466.

Person(s) completing application contact information:	
Name	Date
Home Address	City, State, Zip
Phone (Home)	Phone (Cell)
Email	Relationship to child with a brain injury

Information regarding your child		
Name	Date of Birth (m/d/yy)	Date of Brain Injury

<p>Medical Information- Describe the nature of your child's injury and/or type of accident.          *If you have applied for financial assistance in the past, please skip this section.</p>

Below you will list your travel expenses. You don't need to include the dollar amount for the hotel. We will get the room for you. Only include the number of nights you will need the room. We will reimburse you for all other travel expenses you list, if approved. Keep all receipts to turn in to Ronda Johnson at the beginning of the conference. You will receive a check at the end of the conference. If you are asking for reimbursement for plane reservations and need the funds reimbursed before the conference date, please let us know. Plane tickets will only be reimbursed if you are coming from a city over 6 hours away from Austin. Here is an example of a request:

Total - \$100.00 (This amount will not include your hotel stay)

1. Gas Card - \$100.00
2. Hotel – 2 nights

Travel Expenses Request	
Amount of Funding Requested	Total - \$  Breakdown of Expenses:  1.  2.  3.  4.

Printed Name \_\_\_\_\_

Legal Guardian's Signature \_\_\_\_\_

Date (mm/dd/yy) \_\_\_\_\_