



North Carolina Department of Agriculture & Consumer Services
Division of Soil & Water Conservation
1614 Mail Service Center • Raleigh, NC 27699-1614 919.707.3770 •
www.ncagr.gov/divisions/soil-water-conservation



SUPERVISOR TRAVEL REIMBURSEMENT COVER SHEET

Submit original travel reimbursement requests in a "batch" to the address above.

District Name:

Supervisors Present:

Others Present:

NCDA&CS Regional Coordinator Present? If yes, list name:

Event type:

Local district board meeting Quorum present and minutes taken

Spot check Yes No

Area meeting

Annual Meeting

Supervisor Basic Training

Local Work Groups

Other – please list- prior approval may be

Required: Date meeting / event held:

Location:

Start Time:

End Time:

Completed By: