National Credit Union of Administration
Office of Small Credit Union Initiatives
1775 Duke Street
Alexandria, VA 22314

Free Credit Union Workshop

Registration and Reimbursement Form

May 14, 2009 Minneapolis, MN

Please use one registration form per attendee, complete additional email forms if needed.

MR. MS. Name/Title _____

Credit Union Name _____

Address _____ City _____ State _____ Zip _____

Email Address _____

Charter No. _____ Asset Size. _____

Phone _____ Fax _____

May we include your contact information with other workshop participants? Yes No

Complete the section below, to request travel reimbursement

Estimated Travel Expenses:

Round Trip Miles _____ Air Fare $ _____ Lodging Reimbursment? Yes No

The first ten (10) requests, based on need, per workshop will be honored. Only requests received by April 24, 2009 will be considered. Maximum reimbursement per credit union is $250. Reimbursement will be processed following the workshop and upon receipt of a signed travel voucher along with supporting expense documentation. Reimbursement forms must be submitted no later than 30 calendar days after the workshop. Only credit unions with the criteria listed below are eligible:

*** under $10 million in assets, or**
*** chartered less than 10 years, or**
*** low-income designated.**

A notice confirming your workshop registration will be sent within 3 business days to the e-mail address you provide. If you don't receive it, please email OSCUITraining@ncua.gov or call (703) 518-6610.

Workshop Location and Hotel Accommodation Information

Double Tree Hotel Minneapolis Park Place
1500 Park Place Blvd.
Minneapolis, MN 55416
(952) 542-8600
8:00 a.m. to 3:00 p.m.
Request the NCUA room block rate $135 per night. Room block rate expires April 22, 2009.
Note: Participants ***are financially responsible for their own accommodations.***

This form may be filled out on-line then submitted either by e-mail or printed out then faxed.

Print Form and Fax to 703-519-4084

NCUA 6066O (REV 02/09)

Submit By E-Mail