

**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**

**April 18, 2009 Albany, NY**

**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 Reimbursement?     Yes     No

**The first ten (10) requests, based on need, per workshop will be honored. Only requests received by April 6, 2009 will be considered. Maximum reimbursement per credit union is \$150. 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](mailto:OSCUITraining@ncua.gov) or call (703) 518-6610.

**Workshop Location and Hotel Accommodation Information**

Hilton Garden Inn Albany  
1389 Washington Avenue  
Albany, NY 12206  
(518) 453-1300  
8:00 a.m. to 3:00 p.m.

Request the NCUA room block rate \$111 per night. Room block rate expires March 17, 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.**