West Texas Fair & Rodeo
Hotel Reimbursement Request Form

This form must be completed and submitted with the required supporting documentation. The Abilene Convention & Visitors Bureau will reimburse $50 plus applicable tax per room per night for eligible vendors, exhibitors, and participants associated with the West Texas Fair & Rodeo who stay in Abilene hotels.

Contact Information

Name	
Organization/Business	
E-mail	
Phone	
Exhibitor Name (if applicable)	
Mailing address:	
Street	
City, State	
Zip Code	

Hotel Stay Information

Hotel Name	
Number of Rooms	
Number of Nights	
Total Room Nights	

I certify that the above information is accurate and that the listed individuals participated in the West Texas Fair & Rodeo in Abilene, Texas. I understand that reimbursement is subject to verification of hotel receipts and program guidelines.

Signature	
Printed Name	
Date	

Required Attachments:

- Copy of hotel receipt(s) showing number of rooms and nights stayed.
- Submit documentation within 30 days of the event.

Email this form & above documentation to asullivan@expoctc.com

For questions, please contact Sierra Davenport, Sales & Operations Manager, Abilene Convention & Visitors Bureau at 325-676-2556 or email sierra@abilenevisitors.com.