

STATE OF NEW HAMPSHIRE  
Honorarium or Expense Reimbursement Report  
Executive Branch – RSA 15-B



Type or Print all Information Clearly:

Name: JOAN D. LaCourse Work Phone No. 603-271-2261  
First Middle Last

Work Address: NH Ins. Dept 21 So Fruit St. Ste 14 Concord NH 03301

Office/Appointment/Employment held: Licensing Supervisor

List the full name, post office address, occupation, and principal place of business, if any, of the source of any reportable honorarium or expense reimbursement. When the source is a corporation or other entity, the name and work address of the person representing the corporation or entity in making the honorarium or expense reimbursement must be provided in addition to the name of the corporation or entity.

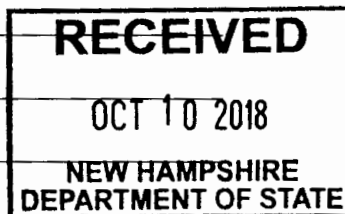
Source of Honorarium or Expense Reimbursement:

Name of source: \_\_\_\_\_  
First Middle Last

Post Office Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Principal Place of Business: \_\_\_\_\_



If source is a Corporation or other Entity:

Name of Corporation or Entity: Securities & Insurance Licensing Association

Name of Corporate/Entity Representative: Diana Capes

Work Address of Representative: P.O Box 498 Zionsville IN 46077

Value of Honorarium: ~~1253.12~~ <sup>1253.12</sup> Date Received: 9-29-10/3/18 If exact value is unknown, provide an estimate of the value of the gift or honorarium and identify the value as an estimate. Exact  Estimate

Value of Expense Reimbursement: 41760 Date Received: -filed copy of the agenda or an equivalent document must be attached to this filing. Exact  Estimate

Briefly describe the service or event this Honorarium or Expense Reimbursement relates to:

Speaker representing NH at the national conference

"I have read RSA 15-B and hereby swear or affirm that the foregoing information is true and complete to the best of my knowledge and belief."

Joan LaCourse  
Signature of Filer

\_\_\_\_\_  
Date Filed

**RSA 15-B:9 Penalty.** Any person who knowingly fails to comply with the provisions of this chapter or knowingly files a false report shall be guilty of a misdemeanor.

**Return to:** Secretary of State's Office, State House Room 204, Concord, NH 03301

SILA REIMBURSEMENT FORM

Name: JOAN LA COURSE State: NH Date: 10/8/18

MAKE CHECK PAYABLE TO: Joan LaCourse

MAIL CHECK TO:

Name or Insurance Department: Joan. LaCourse

P. O. Box or Street Address: 18 WEST OAKWOOD Ave

City: Manchester State NH Zip Code 03103

I am requesting reimbursement for the following items: (attach receipts)

Air Fare 391.60

Baggage Fees ~~156.46~~

Hotel (minus Internet, telephone, movies, room service, honor bar, and any misc. expenses) \_\_\_\_\_

Airport Parking \_\_\_\_\_

Airport Shuttle 26 + ~~3.00~~ = 29

Mileage (only if driving to conference) @ 54.5 cents per mile \_\_\_\_\_

Hotel Parking (if driving to conference) \_\_\_\_\_

Total Reimbursement ~~421.06~~ 417.60

Submit reimbursement form and legible copies of receipt(s) to:

SILA  
P. O. Box 498  
Zionsville, IN 46077-0498  
1-800-428-8329

**NOTE:** SILA will not reimburse for transportation to and from home or office, airport/hotel tips, meals, telephone or hotel incidental charges.



# Your flight is booked!

We're sending a confirmation email to joan.lacourse@ins.nh.gov right now.

Price Payment Confirmation

## Trip summary

Print

### ✈ Flight

CONFIRMATION #  
**QAHBDH**

SEP 29 - OCT 3  
**MHT ✈ IND**

FLIGHT TOTAL  
**\$391.60**

### 🚗 Add a car



Book now. Pay later!  
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\*Taxes and fees excl. Terms apply

Book now

### Add a hotel



The perfect stay is moments away

DESTINATION/HOTEL NAME:  
Indianapolis

CHECK-IN: 09/29/2018

CHECK-OUT: 10/03/2018

Search



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## 9/29 - Indianapolis



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SEP 29 - OCT 3

## Manchester, NH to Indianapolis, IN

Confirmation # QAHBDH

PASSENGERS

EST. POINTS

EXTRAS

FARE

**Joan Dorothy Lacourse**

**+ 1,764 PTS**



Wanna Get Away

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Special Assistance >



JW MARRIOTT

INDIANAPOLIS

GUEST FOLIO

1210 GAGNON/C 209.00 10/03/18 11:00 18951 21498  
 ROOM NAME RATE DEPART TIME ACCT# GROUP  
 GQ 09/29/18 12:45  
 TYPE ARRIVE TIME  
 116

ROOM CLERK ADDRESS PAYMENT RWD#:

DATE	REFERENCES	CHARGES	CREDITS	BALANCES DUE
09/29	VELOCITY 11210	33.25		
09/29	ROOM 1210, 1	209.00		
09/29	SALESTAX 1210, 1	14.63		
09/29	OCC TAX 1210, 1	20.90		
09/30	ROOM 1210, 1	209.00		
09/30	SALESTAX 1210, 1	14.63		
09/30	OCC TAX 1210, 1	20.90		
10/01	ROOM 1210, 1	209.00		
10/01	SALESTAX 1210, 1	14.63		
10/01	OCC TAX 1210, 1	20.90		
10/02	ROOM 1210, 1	209.00		
10/02	SALESTAX 1210, 1	14.63		
10/02	OCC TAX 1210, 1	20.90		
10/03	VS CARD			
			\$1011.37	

TO BE SETTLED TO: VISA CURRENT BALANCE .00

EXPEDITE YOUR CHECK-OUT BY CALLING THE FRONT DESK OR PRESS "MENU" ON YOUR TV REMOTE CONTROL AND SELECT FRONT DESK.  
 \*\*\*\* EMAILED STATEMENT MIGHT BE DELAYED FOR GROUP RATES \*\*\*\*

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*Average COST ROOM*  
*Mine Billed Direct to SILA*  
*Jean Palomares*

JW MARRIOTT INDIANAPOLIS  
 10 SOUTH WEST STREET  
 INDIANAPOLIS, IN 46204  
 PH# 317-860-5800 FAX# 317-822-8464

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This statement is your only receipt. You have agreed to pay in cash or by approved personal check or to authorize us to charge your credit card for all amounts charged to you. The amounts shown in the credit column opposite any credit card entry in the reference column above will be charged to the credit card number set forth above. (The credit card company will bill in the usual manner.) If for any reason the credit card company does not make payment on this account, you will owe us such amount. If you are direct billed, in the event payment is not made within 25 days after check-out, you will owe us interest from the check-out date on any unpaid amount at the rate of 1.5% per month (ANNUAL RATE 18%), or the maximum allowed by law, plus the reasonable cost of collection, including attorney fees.

Signature X



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2018 National Education Conference

JW Marriott

Indianapolis, Indiana

# Regulator Registration Information

SILA is busy making plans for the 2018 SILA National Education Conference. Your participation is key to the success of the conference and to SILA. We assembled this information to help you navigate through the conference registration, pre-conference preparation, and post-conference expense reimbursement.

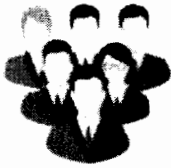


Regulator attendance and participation at the SILA National Education Conference is a contributing factor in the success of this event. SILA will reimburse participating regulators for travel expenses if their state's budgets do not allow for the SILA conference in addition to waiving the conference registration fee. Any additional non-participating regulators from the same state are encouraged to attend but will not be eligible for reimbursement of travel expenses. We do offer a lower registration fee for additional regulators (\$275 per regulator). If you have questions about the regulator sessions, the conference, the reimbursement policy, or the SILA organization, please contact Diana Capes at [dcapes@sil.org](mailto:dcapes@sil.org) or 800-428-8329. Here's to another great conference!

## Regulator Participation Schedule

Regulator sessions begin on Sunday, September 30th at 2:00 PM. We ask that regulators travel on Sunday morning to avoid a Saturday hotel expense to help minimize SILA expenses. If you require Saturday travel to

make the 2:00 PM Sunday meeting start time, please contact Diana Capes. While you may be individually asked to speak in additional sessions, below are the regulator sessions that will require your participation:



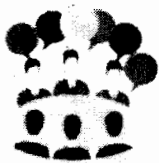
### **Regulators Only Meeting**

The Regulators Only Meeting will be held on Sunday, September 30th from 2:00 pm to 3:30 pm in Room 302/303.



### **Regulator Exchange Sessions**

These sessions will be a combination of regulatory updates, pain points of common issues that you as a regulator want to address with the industry attendees, and responses to prepared Industry questions during the Monday and Tuesday General Sessions. The industry questions will be gathered prior to the conference and will be provided to the participating regulators in advance of the session to assist you with preparation. Additionally, each participating regulator will be asked to provide his/her state's summary of 2018 and/or 2019 pending changes that you feel are important to highlight before the conference. These updates will be posted on SILA's website for attendees to access. This session will be segmented alphabetically in smaller sessions (6 total – 3 per General Session).



### **Around The Country**

This session will be held on both Monday and Tuesday, October 1st and 2nd from 3:45 - 5:00 pm for all Regulators (also including FINRA, Sircon, NAIC, NIPR and the exam providers). Each state will have its own table. Attendees come to the table, ask his/her questions then move on to the next state table. If you do not have the answer to the question, please ask for the attendee's business card and have someone from

the Department contact them after the conference. (Note, it is very helpful if all attending staff from a state be present at your state's table during the applicable session).

## Schedule

### Sunday

#### Regulators Only Meeting

2:00 - 3:30 PM

### Monday

#### Regulator Exchange 1

10:00 - 10:15 AM

(AK, AL, AR, AZ, CA, CO, CT)

#### Regulator Exchange 2

10:15 - 11:00 AM

(DE, FL, GA, HI, ID, IL, IN)

#### Regulator Exchange 3

11:00 - 11:45 AM

(IA, KS, KY, LA, MA, MD, ME, MI)

#### Around the Country

3:45 - 5:00 PM

All states (including FINRA, Sircon, NAIC, NIPR and the exam providers)

### Tuesday

#### Regulator Exchange 4

10:00 - 10:40 AM

(MN, MO, MS, MT, NE, NH, NV, NJ, NM)



**Regulator Exchange 5**

10:40 - 11:20 AM

(NY, NC, ND, OH, OK, OR, PA, RI)

**Regulator Exchange 6**

11:20 - 12:00 AM

(SC, SD, TN, TX, UT, VA, WA, WI, WV, WY)

**Around the Country**

3:45 - 5:00 PM

All states (including FINRA, Sircon, NAIC, NIPR and the exam providers)

# Participating vs. Non-Participating Regulators

Below is a chart explaining the registration process between Participating vs. Non-Participating status:

## Participating

1. Sign in using your SILA User ID and password
2. Register by clicking on the "Register" icon
3. Be sure to select the "Participating Regulator" ticket
4. Make your airline reservations as soon as possible (please plan to arrive Sunday AM so you can attend the Regulator Only meeting; making reservations early will help keep the airfare costs to a minimum.)
5. Hotel accommodations are handled by SILA

6. Reserve your airport shuttle
7. Review the Regulator Participation Schedule and expense reimbursement policy
8. Attend, enjoy and network with our SILA members
9. Submit form and receipts for travel expense reimbursement if your state budget does not allow for SILA conference expenses
10. Make plans for next year!

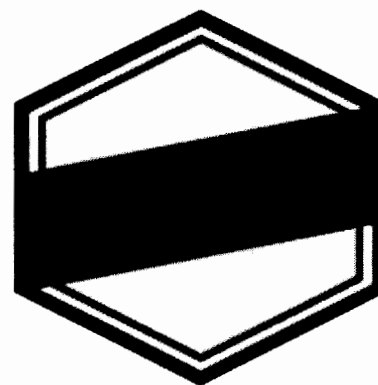
## Non-Participating

1. Sign in using your SILA User ID and password
2. Register by clicking on the "Register" icon
3. Be sure to select the "Non-Participating Regulator" ticket (registration fee of \$275.00 will be charged)
4. Make your airline reservations as soon as possible to keep your airfare costs to a minimum
5. Reserve your airport shuttle
6. Attend, enjoy and network with our SILA members
7. Make plans for next year!

## Regulator Registration

Once you obtain approval from your state to attend the conference, we ask that participating regulators register following the steps below:

1. Register for the conference by clicking on the "Register" button
2. Select the correct ticket when registering, Participating or Non-Participating
3. SILA will make the hotel reservations for the "**Participating Regulator**" whose registration fee is waived. If your state is sending additional regulators, contact [Diana Capes](#) to obtain information about your participation in the National Education Conference.



- 4. SILA registration will begin at 12:00 PM on Sunday, September 24th. You will receive a name tag, name badge holder and a registration packet.

## Reimbursement Policy

SILA waives the Conference Registration fee and will reimburse the travel expenses for one regulator (per state) who participates in the National Education Conference as a speaker for the expenses itemized below.

- hotel room & tax (to be billed to SILA's hotel account)
- airfare or mileage (based on current IRS mileage guidelines)
- airport parking
- baggage fees
- airport shuttle to and from the conference hotel
- waiver of the conference registration fee

*Billed direct to SILA*

*\$978.12 estimate*

Reimbursement Form

*419.60*  
*see reimbursement Form.*

*\$275 value*

The expense reimbursement program assumes that the participating regulator fulfills the commitments for all regulator sessions. After the conference, each participating regulator requiring reimbursement will need to complete and submit this Reimbursement Form to SILA no later than December 1st to obtain reimbursement for your travel expenses. In addition, receipts for all allowable expenses must accompany the reimbursement form. Please direct any questions regarding the regulator reimbursement policy to Diana Capes.

### Thank you to our 2018 Sponsors!

