

Livestock Investigation

Claim Form Instructions

- Please complete **one Livestock Investigation Claim Form for EACH INVESTIGATION** you conducted during the annual claim period (July 1 through March 31 of each year).

List each individual invoice or receipt on a separate line on the claim form.

- Tape receipts to a 8 ½ x 11 piece of paper with the county case number in the bottom right corner and the dollar amount and category (food, lodging, etc.) in the lower left hand corner. You may tape more than one receipt per page as long as both receipts have the same dates.
- If a particular invoice lists expenses for more than one investigation, make copies of the invoice and attach a copy to each claim form as necessary.
- Items purchased before or after investigations and not directly related to the investigation are not eligible for reimbursement. If invoice dates do not match investigation dates, a written explanation must be provided.
- Attach completed Claim Certification Page.
- Reimbursement packets are due to the Wyoming Livestock Board no later than May 1.
- All forms can be found at <http://wlsb.state.wy.us>.

MAIL YOUR COMPLETED CLAIM PACKET TO:

Wyoming Livestock Board
Attn: LEO
1934 Wyott Dr.
Cheyenne, WY 82002
wlsb-leo.reimbursement@wyo.gov
Fax: 307-777-6561

If you have any questions, please feel free to call:
Rena Krakow
307-777-6443