## Grants Pass Education Association

This form must be filled out before any funds can be disbursed. Please take the time to itemize how much was spent and how it was spent. Use the table provided to figure your reimbursement for mileage and meals. The only receipt you'll need to attach is your hotel receipt. Make all the calculations and put the total amount your requesting for reimbursement in the space provided. Reimbursements will be sent to you at school unless you request otherwise.

First and Last Name:
Name of School: $\qquad$

Please circle a budget item:

|  |  |  |  |  |  |  | Misc. |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Officer Stipend | Travel | Meetings | Supplies | Training | Bargaining | Grievance | Exp. | Technology |

Where did you go, what did you do and how long was your stay? $\qquad$

## Amount of Reimbursement

Meals Full Day Breakfast only Lunch only Dinner only

| Bend | Medford | Eugene | Portland | Quantity |
| :---: | :---: | :---: | :---: | :---: |
| $\$ 64.00$ | $\$ 64.00$ | $\$ 64.00$ | $\$ 74.00$ |  |
| $\$ 16.00$ | $\$ 16.00$ | $\$ 16.00$ | $\$ 18.50$ |  |
| $\$ 16.00$ | $\$ 16.00$ | $\$ 16.00$ | $\$ 18.50$ |  |
| $\$ 32.00$ | $\$ 32.00$ | $\$ 32.00$ | $\$ 37.00$ |  |



| Additional comments, if any. $\quad$ <br>  <br>  <br>  <br>  |
| :--- |


| Totals |  |  |  |
| :--- | :--- | :---: | :---: |
| Mileage |  |  |  |
| Meals + | $\square$ |  |  |
| Lodging + | $\square$ |  |  |
| Other + | $\square$ |  |  |
| Total Reimbursement |  |  |  |

## Date:

Signature:
\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$ For Treasure's use only
$\qquad$
Check Signed by $\qquad$ Check Number $\qquad$

