

Mississippi Art Education Association Check Request and Expense Report

Pay to (include mailing address:)	NAEA/MAEA Membership #:	
	Amount Requested	
	Date Requested	
	Date Required	

All receipts for reimbursement and all mileage reimbursements must be submitted for payment to the Treasurer in a timely manner, **not to exceed 3 months**. *All receipts for the previous fiscal year must be submitted before January 15 of the new fiscal year for reimbursement.* Receipts or credit card acknowledgements of expenditures are required.

Purpose: Conference Chair Advance (Complete Section A) Operation Expense Reimbursement (Complete Section C and attach receipt or original invoice)
 Travel/Meeting (Complete Section B) Direct Payment (Complete Section C and attach Original Invoice)

Section A - Advance - Advances to payee must be reimbursed by itemized expense report or repayment			
Advance Amount	Advance Outstanding	Total Advance	Signature of Person Receiving Advance

Section B - Expense Reimbursement (Attach Receipts and Supporting Documents)	Expense Claimed
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Auto Mileage (Flat Rate) - Non-Conference Board Meetings						\$
Date	From	To	# miles	Rate	Amount	
*Flat rate, round trip: Use State Rate: per Mile						

Transportation (non-auto) - Board Approved Travel Only			
Date	From	To	Amount

Hotel (Attach Receipted Bills) - Board Approved Travel Only								\$ _____
Meals or Per Diem - (Attach Receipts) - Board approved Travel Only								
	Sunday	Monday	Tuesday	Wed.	Thursday	Friday	Saturday	
Breakfast								
Lunch								
Dinner								\$ _____

Section C - Operational Expense (Attach Receipts or Invoice)		
Date	Description	Amount
	MAEA Fall conference supply reimbursement	
		\$ _____

(Please sign in the box above) Date: _____

Total to Be Reimbursed \$ _____
Less Exp. Adv. (Section A) - \$ _____
Amount Due \$ _____

For Treasurer's use Only	
Check # _____	Category# _____