



Awardee Reimbursement Request

Virginia Association of Science Teachers

Awardee Reimbursement Policies:

- Reimbursements should be submitted within *one (1) calendar month* after the initial purchase. ALL reimbursements must be submitted prior to the end of the calendar year so they may be accounted for in the annual treasurer's report.
- Reimbursements are covered up to the maximum limit communicated by the awards committee.

Payment Information:

Please write check payable to: _____

Address: _____ E-mail: _____ Date _____

MUST Attach or scan all Receipts, if applicable

Itemized payment*	
Travel (Driving @ 62.5 cent/mi #mi _____)	\$
Lodging (see criteria above)	\$
Supplies	\$
Meals (excluding alcoholic beverages)	
<u>Awards or Grants</u> <u>Award/grant name</u> _____	\$
Total:	\$

* if "Board Approved" which committee: _____

SEND TO: Jimmy Johnson, Treasurer
12141 Winns Church Rd.
Glen Allen, VA 23059

OR E-Mail TO: treasurer@vast.org
with subject line:
"VAST Reimbursement (last name)"

Revised 1/30/2023