



Reimbursement Request

Virginia Association of Science Teachers

Reimbursement Policies:

- Travel expenses may include travel of the Executive Committee and Board of Directors to meeting of those groups, as well as authorized VAST business travel.
- In general, board members are entitled to reimbursement of one night's lodging when attending a board meeting requiring more than 360 mi round trip, excluding during the PDI.
- Members of the Board of Directors are entitled to submit mileage to and from the PDI Board Meeting.
- Reimbursements must be submitted within *one (1) calendar month* after the initial purchase. ALL reimbursements must be submitted and received prior to the last calendar day of the year, so they may be accounted for in the annual treasurer's report.

Payment Information:

Please write check payable to: _____

Address: _____ E-mail: _____ Date _____

MUST Attach or scan all Receipts, if applicable

	Board Meetings & Retreat	* Board Approved
Mileage @ 65.5 cent/mi #mi _____	\$	\$
Lodging	\$	\$
Supplies	\$	\$
Meals (excluding alcoholic beverages)		\$
Total:	\$	\$

* if "Board Approved" please supply a short note of explanation :

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)"