*Awardee/Speaker 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. (*Bylaws Item 2)*
* 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 (approved 7/2010)
* Expenditures, in excess of $200, not included in the approved budget, must be approved by the Board of Directors. *(Operating Procedure’s article VII b)*
* Reimbursements must be submitted within *one (1) calendar month* after the initial purchase. ALL reimbursements must be submitted prior to December 30, 2018, so they may be accounted for in the 2018 treasurer’s report.
* Any payment over $1000 must be accompanied with a completed W9 form for tax purposes.

**Payment Information:**

**Please write check payable to:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_**

***MUST Attach or scan all Receipts, if applicable***

|  |  |
| --- | --- |
|  | **Itemized payment\*** |
| **Travel**  **(Driving @ 54.5 cent/mi** | **$** |
| **#mi \_\_\_\_\_\_\_)** |  |
| **Lodging**  *(see criteria above)* | **$** |
| **Supplies** | **$** |
| **Meals** |  |
| **(excluding alcoholic beverages)** |  |
| **Awards or Grants** | **$** |
| **Award/grant name**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
| **Total:** | **$** |

**\* if “Board Approved” which committee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

SEND TO: Matthew Scott, Treasurer OR E-Mail TO: [treasurer@vast.org](mailto:treasurer@vast.org)

209 W 15th St with subject line “VAST Reimbursement

Richmond, VA 23224 (last name)”

***Revised 11/14/18***