



## Florida Art Education Association Request for Workshop Materials Reimbursement

**REQUESTS FOR REIMBURSEMENT RECEIVED AFTER THE POSTMARKED DEADLINE OF  
DECEMBER 4, 2019 WILL NOT BE PROCESSED**

Send completed form to: Val Anderson  
FAEA • 402 Office Plaza • Tallahassee, Florida 32301-2757  
Telephone: (866) 783-ARTS (2787) • Fax: (850) 942-1793  
Email: [val@faea.org](mailto:val@faea.org)

Presenter Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

You will be reimbursed up to and not more than the amount listed below. All supplies/materials purchased are to be used and given to the attendees or are the property of FAEA if you are requesting reimbursement for them. Supplies and materials that are purchased for use by the presenter and are kept by the presenter are not reimbursable.

90-Minute Workshop – up to \$75.00

Workshop Name and Number: \_\_\_\_\_ Date Presented: \_\_\_\_\_

Please List Item/Description of Expenditure	Amount
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total Amount \$ \_\_\_\_\_ Signature: \_\_\_\_\_

**RECEIPTS (OR BILLS) MUST BE ATTACHED TO THIS FORM.  
RECEIPT FACSIMILES (COPIES) ARE ACCEPTABLE.**

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