



Florida Art Education Association Request for Workshop Materials Reimbursement

**REQUESTS FOR REIMBURSEMENT RECEIVED AFTER THE POSTMARKED DEADLINE OF
OCTOBER 31, 2016 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

Presenter Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Email: _____

Presenter Category for Reimbursement - *please select*. You will be reimbursed up to and not more than the amount listed below for the type of workshop you presented. 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.

- Mini Studio Workshop – up to \$75.00
- Half Day Studio Workshop – up to \$150.00

Workshop Name: _____ 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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