



REIMBURSEMENT REQUEST FORM - FALL SHOW 2018

Committee Name: \_\_\_\_\_

Committee Members Name: \_\_\_\_\_

Travel mileage (round-trip) \_\_\_\_\_ @ \$0.545/mile = \$ \_\_\_\_\_

OR: ticketed transportation (include receipts) \$ \_\_\_\_\_

Number of room nights at show: \_\_\_\_ (attach required dated receipt) \$ \_\_\_\_\_

Table with 5 columns: Show Meal Events, I attended, I paid, My store paid, and amount. Rows include Authors On the Map lunch, Dinner @ Kid's Table, Saturday Breakfast, Saturday exhibit floor lunch, Feast of Authors, Sunday Breakfast, and Sunday exhibit floor lunch.

Other expenses (Designate what these are & attach receipts) \$ \_\_\_\_\_

TOTAL REIMBURSEMENT REQUESTED \$ \_\_\_\_\_

Signed: \_\_\_\_\_

Home mailing address: \_\_\_\_\_

This form is to be used when requesting reimbursement for expenses incurred for work done as a member of a PNBA Committee. The PNBA will reimburse volunteer members for costs incurred while conducting business for the Association, including meals, lodging and transportation necessary to attend meetings. Requests for reimbursement must be received in the PNBA office by FRIDAY, OCTOBER 28, 2016 to be eligible for reimbursement. PNBA needs and appreciates your participation.

Brian Juenemann, Executive Director

Larry West, Executive Assistant