COLORADO ART EDUCATION ASSOCIATION

____REQUEST FOR PAYMENT and/or REIMBURSEMENT of PRE-APPROVED PURCHASES

OR

____REQUEST FOR MILEAGE REIMBURSEMENT ****Mileage reimbursement rate is $0.72.5 per mile. For mileage reimbursement, one-way direct distance traveled must equal 50 or more miles. If applicable, full round-trip mileage (one-way distance multiplied by 2) will be reimbursed. Included events: Representative Council Meetings, Executive Council Meetings, Summer Board Retreat in Breckenridge, Fall Conference Prep/Bash Decorating in Breckenridge, Board obligations at certain events such as National Leadership events or approved business meetings. **Fall conference is not eligible for mileage reimbursement.*

To be completed by the party requesting payment:

Name of Person to be Paid: _____

Address for check delivery: _____

Total Amount Requested: _____

Date of Request (must be within 30 days of purchase or mileage event): _____

Explanation of expenses and amounts listed on receipts or mileage event below. For mileage, please include the total number of miles traveled and list the address from which you traveled to the event :

_____

_____

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Send this completed form along with the **original receipts (required by the IRS) to the treasurer electronically at coloradoarteducationtreasurer@gmail.com or mail to Justine Sawyer, P.O. Box 1036, Tabernash, CO, 80478. Refer any questions you may have to the treasurer.

_____ _____ _____

Treasurer Approval Date Paid Amount Paid

PLEASE COMPLETE ALL OF THE ABOVE FIELDS TO ENSURE TIMELY PAYMENT.

*** No request for payment can be honored if it is older than two [2] months. CAEA's fiscal year is January 1 through December 31. Reimbursements cannot be paid after 12/31. KINDLY SUBMIT ALL REQUESTS to the treasurer by DEC.15 to allow for time to complete this request.**