

# Road Scholars ~ Expense Reimbursement Request

Scholar: \_\_\_\_\_

Presentation: \_\_\_\_\_

Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Engagement #: \_\_\_\_\_

\*Please submit to the AHF within 3 weeks of the engagement date.

**Point of Departure:** \_\_\_\_\_ **Destination:** \_\_\_\_\_

I request a reimbursement check for the following expenses:

## PERSONAL TRAVEL:

Scholars will only be reimbursed for mileage exceeding 25 miles one way

\_\_\_\_\_ miles x **\$.575 per mile**

**Personal Travel Total**      \$ \_\_\_\_\_

\*Please attach a map (i.e. Google Maps, MapQuest, etc.) to indicate mileage.

## HONORARIA: Circle the correct figure

Road Scholar presentation for general public	\$175.00
Road Scholar SUPER teacher-in service	\$ 225.00

**Honoraria Total**      \$ \_\_\_\_\_

**TOTAL FOR ALL EXPENSES INCURRED**      **Total**      \$ \_\_\_\_\_

I certify that the expenses reported herein are correct to the best of my knowledge and were incurred solely in connection with my duties as a member of the AHF Road Scholars Speaker Bureau.

Signature - Road Scholar \_\_\_\_\_ Date \_\_\_\_\_

Signature - AHF Approved \_\_\_\_\_ Date \_\_\_\_\_