



Louisiana Art Education Association

REIMBURSEMENT FORM

Reimbursement Policy and Disclaimer:

- Presenters of LAEA Hands-on workshops are reimbursed up to \$50 for materials needed to present at the LAEA Conference
- The LAEA does not allow “for profit” workshops, nor do they reimburse for the cost of equipment, tools, etc. that are not given to workshop attendees. All reimbursement requests must be submitted before the Workshop.
- Please note that the reimbursement amount is per workshop not per presenter/co-presenter. To be reimbursed, presenters of all workshops must complete an LAEA Reimbursement form. Receipts for materials used for the presentation must accompany all forms. Forms with attached receipts are due to the LAEA Conference Chair before the Conference.
- Reimbursement checks can be picked up at the end of your workshop at the registration desk with your attendees sign in sheet. (This will be in your workshop folder)
- As a workshop presenter, you and your co-presenters are **required** to register for the conference.
- All presenters must be registered for the day of your presentation by the close of **Earlybird Registration** to have your workshop and name listed in the printed program booklet.

Directions: Receipts are required for reimbursement.

To submit in person

1. Fill out and print this form
2. Attach the original receipt
3. Mail to the conference chair:
Virginia Berthelot
13890 Andrews Rd.
Denham Springs, La. 70726

To submit digitally

1. Fill out this form and save as “*Reimb_(Last Name)_(Purpose of Reimbursement)*”
Example: *Reimb_Berthelot_Workshop*
2. Scan the receipt(s) and save as “*Rec_ Last Name)_(Purpose of Reimbursement)*”
Example: *Rec_Berthelot_Workshop*
3. Email both documents to president@laarteducators.org

To be filled out by the Requestor

Date		Amount Requested	
Receipt Description, Include date and Merchant Name			
Description of Purpose			
Name of Requestor			
Signature of Requestor			

To be filled out by LAEA Treasurer

Account		Amount Approved	
Approved by			
Signature			