

GLR State Day Reimbursement Request
State: _____ Year: _____

General Procedure: State Day budgets and all teacher contracts are to be sent to the Education Chair for coordination and approval prior to event finalization. Reimbursement can only be approved for expenses budgeted and approved in advance of the event and up to the maximum of "GLR Grant Reimbursements" available at the time of the event. Requests for GLR Grant Reimbursements must be accompanied by receipts reflecting each amount. A copy of the teacher's contract is sufficient documentation for the teaching fee if a separate invoice has not been provided. The host chapter is responsible for sending all contracts and receipts to the Education Chair for review. All approved reimbursements will be sent to the host chapter's Treasurer.

EXPENSES:

Teacher fee(s): _____
Teacher Hotel Room costs: _____
*Teacher Travel: _____
Teacher Misc. (meals up to \$20/day): _____
Facility Rental Fee (class space): _____
Mailing Expenses: _____
Miscellaneous Expenses (please describe): _____

TOTAL EXPENSES: _____

GLR State Day Grant \$1,000

Total Grant Reimbursement available for this event: _____

**Travel = cost of flight/train/bus (or if driving round-trip mileage x \$0.56 as of 2021). If traveling by air, additional baggage fees are covered, plus an allowance for baggage tipping. All costs must be supported by receipts or invoices.*

Chapter Name: _____ Submission Date: _____

Chapter Treasurer's Name: _____

Phone: _____ Email: _____

Address: _____

City: _____ State: _____ Zip: _____

Region Director's Approval: _____ Date: _____

Region Director Name: _____ Date: _____

Payment: Check Number _____ Date _____ Amount _____