

ALABAMA HUMANITIES ALLIANCE

Road Scholars Expense Reimbursement Request

Please submit to AHA within three weeks of presentation.

Scholar: _____

Presentation: _____

Host: _____

Date: _____

Point of departure: _____

Destination: _____

I REQUEST A REIMBURSEMENT CHECK FOR THE FOLLOWING EXPENSES:

Personal travel*

Miles: _____

TOTAL for personal travel: \$ _____ (miles x \$0.58.5 per mile)

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

Honoraria*

Choose 1:

Road Scholar general public presentation: (\$175)

Road Scholar SUPER Teacher in-service: (\$225)

TOTAL for honoraria: \$ _____

TOTAL FOR ALL EXPENSES: \$ _____

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

Signature of Road Scholar: _____

Date: _____

Mailing address: _____

Signature of AHA approver: _____

Date: _____

