

## 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 \$0.625 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:** \_\_\_\_\_

