



REIMBURSEMENTS FOR SMARTER BALANCED SNE WORKSHOP EVENTS

Itemized receipts are required for ALL listed expenses. Please refer to our [FAQ](#) for questions regarding reimbursements.

Please complete and return the reimbursement form and attach all relevant receipts within 2 weeks of the workshop conclusion. Send to Samantha Stevens at: stevens@collaborativecommunications.com

Name:

Check payable to:

Address:

TRANSPORTATION

Expenses	Amount to be reimbursed
Transportation to airport to/from home	
Transportation to airport to/from hotel	
Driving Mileage (at rate of \$0.58/mile)	
Parking	
Taxi / Ride Shares	
Other:	
TOTAL	

MEALS

Meal Date & Time	Amount to be reimbursed
Other:	
TOTAL	

MISCELLANEOUS

Expenses	Amount to be reimbursed
Additional baggage	
Other:	
Other:	
Other:	
TOTAL	