

Diman Regional Vocational Technical High School

*MAVA Annual Convention Reimbursement Form
Connecting for Success – June 30 & July 1, 2009*

Name: _____
Address: _____
City _____ State _____ Zip _____

A--Convention Registration:

Paid for by DIMAN REGIONAL \$ -0-

B--Lodging Reimbursement:

Include a copy of your paid hotel slip

Total Lodging Reimbursement = \$ _____

Did you share this room with another DIMAN faculty member? YES NO
Circle one

If so , who? _____

Who paid for the hotel room? _____

Please Note: If one faculty member pays for both nights on one credit card for TWO faculty members sharing the same room, he/she will be reimbursement for both nights Please write the OTHER faculty member's name on your hotel receipt PRIOR to submitting for reimbursement

C--If you did not stay at the hotel and commuted your mileage will be re-imbursed at \$57.62 each day:

Please check which days you are requesting re-imbursement

Tuesday _____ Wednesday _____ Thursday _____

Total Mileage re-imbursement: \$ _____

D—TOTAL REIMBURSEMENT REQUESTED (B or C) \$ _____

Please complete the reverse side of this form to receive your \$200 stipend→

Please complete this information to receive your stipend of \$200. Please be sure to include any PDP certificates you received.

Tuesday, June 30, 2009

The VENDOR EXHIBITS do not count towards a “workshop”

Please list workshops WITH TIMES– attach any attendance certificates as evidence- minimum of 3

Session #1 - _____
Session #2 - _____
Session #3 - _____
Session #4 - _____
Session #5 - _____
Other Sessions _____

Wednesday, July 1, 2009

The VENDOR EXHIBITS do not count towards a “workshop”

Please list workshops WITH TIMES – attach any attendance certificates as evidence- minimum of 3

Session #1 - _____
Session #2 - _____
Session #3 - _____
Session #4 - _____
Session #5 - _____
Other Sessions _____

Be sure to include any PDP Certificates with this form

Submit this form and all documentation by July 10, 2009 to receive:

- Stipend check (up to \$200)
- Re-imbursement check (hotel or mileage)

Date received _____