



# Arizona Art Education Association REIMBURSEMENT REQUEST

**Directions:**

Receipt is required for reimbursement. When the treasurer receives the completed form and the receipts, a reimbursement check will be written.

**To submit digitally**

1. Fill out this form and save as "Reimb\_(Last Name)\_(Purpose of Reimbursement)"  
Example: *Reimb\_Burdette\_Workshop*
2. Scan the receipt(s) and save as "Rec\_ Last Name)\_(Purpose of Reimbursement)"  
Example: *Rec\_Burdette\_Workshop*
3. Email both documents to [aaea.treasurer@gmail.com](mailto:aaea.treasurer@gmail.com)

**To submit in person**

1. Fill out and print this form
2. Attach the original receipt
3. Turn in at a meeting or the conference

To be filled out by the Requestor			
Date		Amount Requested	
Receipt Description, include date and Merchant Name			
Description of Purpose			
Name of Requestor			
Signature of Requestor			
To be filled out by the AAEA Treasurer			
Account		Amount Approved	
Approved By			
Signature:			