

TEAMS Training & Workshop Scholarship

REQUEST FOR REIMBURSEMENT

teams@classisredmesa.org

Directions: This form is for the purpose of requesting funds needed for travel and expenses after attending training. If you need money ahead of a training (i.e. to pay air fare you put on a credit card) use the ADVANCE request form.

This form may also be combined with an Advance Request Form. For example, TEAMS may have paid your training fee directly, but you still need reimbursement for air travel or mileage.

Please begin by listing any fees already paid by/ TEAMS or any Advances you have received.

Please list all of your expenses. Please provide the number of miles you drove for the training, rather than the dollar amount. TEAMS generally provides a total of advances and reimbursements up to \$500.

Please attach receipts in the order the expenses were listed.

If you are submitting this with a need for a short turn-around, you are advised to e-mail or call the Classis Office at office@classisredmesa.org and 505-722-2610 and contact the Classis Treasurer at treasurer@classisredmesa.org to make arrangements.

Mail this form to Classis Red Mesa at PO Box 7, Rehoboth, NM 87322

Agreement: By making this request for reimbursement you are agreeing that you did attend the training or conference.

- 1. Date you are mailing this form:**
- 2. Your Name and Mailing Address:**
- 3. Phone number and/or e-mail where you may be contacted regarding questions or details. Indicate the best way and time to reach you.**
- 4. The Name and Date(s) and location of the Training you attended**
- 5. Has any part of your training expenses already been paid by TEAMS? If so, please list and indicate the total dollar amount in the first section below.**

Training Expenses Already Paid by TEAMS	\$	
A. Training (Workshop or Conference) Fee reimbursement:	\$	
B. Airfare Reimbursement	\$	
C. Hotel or other Lodging reimbursement	\$	
D. Restaurant/Food Service Meals reimbursement	\$	
E. Other Reimbursement (please describe)	\$	
TOTAL OF A. through D.		
Vehicle Travel: <i>If you were the primary owner/driver of a vehicle, please indicate your beginning point and destination and number of miles you traveled in a vehicle.</i> <i>Please list the names of any other Red Mesa passengers who also participated in the training (not children or others that only rode along for the trip). For long distances TEAMS may apply their mileage reimbursement to you.</i>	#:	
FOR Internal USE ONLY		
TEAMS authorization received on this date: From: _____ (TEAMS Member) To: _____ (Classis Red Mesa Treasurer)	Verbal?	Writing/Email?