



**Arkansas Reading Association
2011 Fall Conference
Building Literacy... One Story at a Time!
Invoice/Reimbursement Request**

Your Name: _____

Address: _____

Phone: _____

Committee/ Office: _____

Purpose of Expenditure: _____

Amount Requested: _____

Please reimburse me

Please pay the attached invoice

Receipts or Invoices **MUST** be attached to this form

AV

Committees:

- Book & Author Decor
- Decorations –Thursday/Book & Author Luncheon
- Exhibitors
- Hospitality/VIP
- Membership
- Signs

Conference Committee

- Board Hotel/Meals
- Office Supplies
- Photography
- Postage
- Promotion
- Registration (Convention Bureau)
- Secretarial
- Travel (Pre/Post Meetings)

MAIL TO: FOR OFFICE USE ONLY

Charles A. Clark
121 Longview Pt. Date: _____
Hot Springs, AR 71913
Phone/FAX 501-262-3156 Check: _____
charles@kaplunk.net Bv: _____

Facilities

- Decorations (Rotunda/Exhibit Hall)
- Decorator
- Exhibit & Meeting Rooms

Major Speaker

- Honorarium & Travel

Meal Functions

- Luncheons
- Coffee Break – Volunteer
- Committee Meals
- Exhibitors Breakfast
- Pre/Post Meetings
- Thursday Author Event
- Thursday Night Board & Author Dinner
- Wednesday Registration Event

Miscellaneous

Printing

- Conference Programs
- Miscellaneous Printing
- Program Proposals
- Registration Flyers

Refunds

- Exhibitors
- Registration

Signature: _____

Date: _____