 ***Reimbursement & Payment Form for speakers***

|  |  |
| --- | --- |
| **IN-KIND MATCH FOR TRIP** | |
| **TRAVEL** |  |
| Time | \_\_\_\_hours x $10.00=$\_\_\_\_\_\_\_\_\_ |
| **PREPARATION** |  |
| Time | \_\_\_\_ hours x $10.00=$\_\_\_\_\_\_\_\_\_ |
| Copies, equipment, etc. | $\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **TOTAL IN-KIND** | $\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Please return the completed**

**form to:**

Nez Perce County Historical Society

0306 3rd Street

Lewiston, Idaho 83501

|  |  |
| --- | --- |
| **TRAVEL**  ***Note: Travel expense are only applicable when a speaker is traveling outside of the Lewis-Clark Valley and is approved prior to an event. Only honorarium will be paid for events without the LC Valley*** | |
| Mileage | \_\_\_\_\_\_miles x $0.54 = $\_\_\_\_\_\_\_\_ |
| **MEALS** |  |
| Breakfast | \_\_\_\_\_\_meal(s) x $7.50= $\_\_\_\_\_\_ |
| Lunch | \_\_\_\_\_\_meal(s) x $7.50= $\_\_\_\_\_\_ |
| Dinner | \_\_\_\_\_\_meal(s) x $7.50= $\_\_\_\_\_\_ |
| **LODGING:** |  |
| Hotel/Motel | \_\_\_\_\_\_day x $65.00 = $ \_\_\_\_\_\_\_ |
| **TOTAL TRAVEL EXPENSES:** | $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**\*\* Original receipts**

**with business name are**

**required for**

**reimbursements.**

Official Use Only

DO NOT WRITE HERE

Received:

Paid:

Check #:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **HONORARIUM** (please check one) | |
| **0-100 Miles Round Trip** | **$125.00\_\_\_\_\_** |
| **101-199 Miles Round Trip** | **$150.00\_\_\_\_\_** |
| **200+ Miles Round Trip** | **$175.00\_\_\_\_\_** |
| **TOTAL HONORARIUM** | **$\_\_\_\_\_\_\_\_\_\_\_\_\_** |

Title or Topic of Presentation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Engagement Location\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Host Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Speaker\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Number in Attendance Students\_\_\_\_\_\_\_\_\_ Adults\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Notes\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_