

INSTRUCTIONS

PROOF:

Canceled Checks and Credit Card receipts are NOT valid unless supplemented by a copy of the Brochure and Registration material. If paid by check, you must attach a copy of the front and back of the cashed check. If paid by Credit Card, you must attach a Credit Card Statement. Also required proof of completion of activity: copy of certificate, grades, etc.

TRANSPORTATION:

Airfare is reimbursed at the economy/coach or lesser fare rate. You must attach your passenger ticket to the Expense Report. If a personal automobile is used instead of public carrier, give the make, model, year, license number of automobile used, (c)T4.5 of (i)-1.9
