



AEAI WORKSHOP AGREEMENT

I, _____ will give a workshop to members of AEAI on
 _____ (date) at _____

lasting from _____ till _____ (time).

Workshop Description:

 _____ Anticipated Class Size: _____

AEAI will NOT reimburse costs for equipment or any non-consumable supplies. AEAI will only reimburse for supplies that have been consumed as a result of workshop activities. Leftover supplies should be distributed to workshop participants.

****NO reimbursements will be made without an ORIGINAL RECEIPT****

This section to be filled out following workshop, use the back or a separate sheet if necessary.

Expenses (Description) Original receipts must be attached.	\$	Cost
_____	\$	_____
_____		_____
_____		_____
_____		_____
_____		_____
Number of Participants: _____	TOTAL COST: \$	_____

Workshop Presenter Signature: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

District Representative/Conference Coordinator Signature: _____
 _____ Date: _____ District: _____

AEAI Representative: Keep original and give a copy of this document to the workshop presenter.
Presenter: Following workshop, submit this form with final receipts to Treasurer for reimbursement ASAP.
Treasurer: Addie Simpson, 1052 Heritage Lane West, Terre Haute 47803 812-201-3720 ajs2@vigoschools.org