



CHAPTER ASSISTANCE FUNDING REIMBURSEMENT/ASSESSMENT FORM

TO BE COMPLETED FOR EACH REIMBURSEMENT

PLEASE SUBMIT THE FOLLOWING:

1. This form
2. Attached IEA Voucher
3. Original itemized receipts (not a credit card receipt that only lists the amount charged). Receipts must show who made the payment. A copy of a cancelled check is also acceptable.

NOTE: This form, the IEA Voucher and itemized receipts must be submitted within 60 days of any payments in order to receive reimbursement. *This form, voucher and additional receipts may be submitted as expenses are incurred either prior to or up to 60 days after the project/activity.

PLEASE SUBMIT THE ALL DOCUMENTS TO THE SECRETARY/TREASURER OF THE IEA-RETIRED COUNCIL:

Michelle Deets, 9 Burdick Creek Road, Collinsville, IL 62234

OR email michelledeets@idta.org

Contact Michelle with questions: email - michelledeets@idta.org / phone - 618-520-8345

CHAPTER _____

DATE SUBMITTED _____ DATE OF PROJECT/ACTIVITY _____

Chapter President _____

Email _____ Phone _____

Chapter Designee _____

Email _____ Phone _____

What is the exact amount of funding for which you are requesting reimbursement? \$ _____

Will additional receipts be submitted? YES / NO *See explanation above

For what is the intended use of this reimbursement?

How many members /potential members will benefit/benefitted from this project/activity? _____

Briefly describe the project/activity that your Chapter will be able/was able to pursue because of this financial assistance.