

# MMEA Payment Request Form

revised 2016

Check Made Payable to: \_\_\_\_\_

Person requesting Payment (if different from above): \_\_\_\_\_

SS# or EIN: \_\_\_\_\_

(This is not required if submitting for expense reimbursement only)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **Please Charge to the following circled event and the circled subcategory:**

**All State Auditions:** Administration, Custodial Fees, meals, Judge's Fee, Lodging, Music, Tech Services, Travel/Mileage

**All State Conference:** Accompanist Fee, Accompanist Travel, Banquets/Luncheons, Brochure, CEU's, Clinician Fees, Clinician Travel, exhibitor's refreshments, Director's Ensemble, Director's Ensemble Conductor, Exec Board Lodging, Exhibit Fees, Facilities Admin, Linen Cleaning, Travel/Milage (non-clinician), Plaques/Awards, Room Rental, Student Chapter Honorarium, Supplies

**All State Festival:** Accompanist Fee, Accompanist Travel, Concert Hall Rental, Conductor's Fees, Conductor's Travel, Equipment Rental, Facilities Admin, Festival Manager's Travel and Lodging, Host Honorarium, Music, Piano Expenses, Police/Fire Safety/Nurse, Postage, Student Housing, Student Meals, Student Transportation, Supplies, Tech Services, Tickets/Programs, Tri-M, Truck Rental, T-shirts

**Bulletin:** Web Site Expenses

**Exec Board:** Assessment Initiative, Bond, Division Conference Expenses, Hall of Fame Bricks, Liability Insurance, Meals, Mileage, Presidential Travel, Scholarships, Supplies, Tax Prep/Accountant Fee, VP Travel Reimbursement, Communication, Centennial Expenses

**Jazz All State Festival:** Accompanist Fee, Conductor's Fees, Conductor's Travel/Mileage, Entertainment, Host Honorarium, Managers Expenses, Manager Travel/Milage, Music, Piano Expenses, Postage and Supplies, Programs/Printing, Student Housing, Student Meals, Tech Services

**Jazz All State Auditions:** Host Honorarium, Judge's fees, Meals, Travel/Mileage, Postage and Supplies, Tech Services

**State Jazz Festival - High School Instrumental:** Custodial Fees, Host Honorarium, Judge's Travel/Mileage, Judge's Fees, Lodging, Manger Expenses, refreshments, Piano Expenses, Tech Services, Trophies/Plaques, Nurse

**State Jazz Festival - Middle School Instrumental:** Custodial Fees, Host Honorarium, Judge's Travel/Mileage, Judge's Fees, Lodging, Manger Expenses, refreshments, Piano Expenses, Tech Services, Plaques/Awards, Nurse

**State Jazz Festival - Vocal:** Custodial Fees, Host Honorarium, Judge's Travel/Mileage, Judge's Fees, Lodging, Manger Expenses, refreshments, Piano Expenses, Tech Services, Plaques/Awards, Nurse

**Young Composers Festival:** Clinician Fees, Plaques/Awards

**Fall Workshop:** CEUs, Clinician Expenses, Clinician Fees, Hall Rental, Meals, Postage, Supplies

**Large Group Festival:** Certificates, Custodial Fees, Host Honorarium, Judge's Fees, Judges Travel/Mileage, Piano Expenses, Postage and Supplies,Plaques/Awards

**Solo and Ensemble Festival:** Certificates, Custodial Fees, Host Honorarium, Judge's Fees, Judge's Travel/Mileage, Piano Expenses, Postage and Supplies, Plaques/Awards

- Original receipts or invoices must be attached for payment.
- Credit card receipts are not sufficient unless accompanied by itemized receipts.
- If you are unsure of the category, please refer to the budget.

Mileage, Round Trip: \_\_\_\_\_ Mileage amount: \_\_\_\_\_

Mileage will be reimbursed at the following rates:

- .45¢ traveling alone
- .55¢ with 1 passenger
- .65¢ traveling with 2 or more passengers.

All passengers MUST be directly involved in the event and may not be family members.

Meal(s): \_\_\_\_\_

Signature of person requesting Payment: \_\_\_\_\_

Total Amount of Payment Request: \$\_\_\_\_\_

Date of Request: \_\_\_\_\_

Mail signed form and any required receipts to:

Andy Forster, MMEA treasurer  
3 Birch Meadows  
Oakland, ME 04963  
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