

**AASSA Regional Conference Grant**

**Final Report Form**

This form should be submitted to the AASSA office, along with required documentation and supporting receipts, within two weeks of the conclusion of your conference or institute. Your grant will be paid upon receipt of the submission of all required documentation:

* letter of agreement with the presenter(s)
* list of participants and their schools
* a financial accounting showing the income and expenses for the event
* This Final Report Form showing specific expenses claimed with accompanying receipts
* article and photos for publication in the AASSA Newsletter about the event

Name of School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Host School Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Event Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Presenter(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates Event was Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Summary of Expenses Covered by the Grant**

**Item Amount Paid**

**Presenter’s Airfare**  **$** \_\_\_\_\_\_\_\_\_\_\_

 Include copy of invoice for ticket

**Honorarium** **$** \_\_\_\_\_\_\_\_\_\_\_

 Include proof of payment

**Per Diem for Lodging and Meals**  **$** \_\_\_\_\_\_\_\_\_\_\_

 Include copy of bills and proof of payment

**Other** Please specifypurpose and provide receipts  **$\_\_\_\_\_\_\_\_\_\_\_**

**Total Grant Claim $ \_\_\_\_\_\_\_\_\_\_\_**