



# PD FUNDING REIMBURSEMENT

Conference Costs	Requested from other sources (divisional/school)	Request from MAME
Conference fees (excluding membership)		
Accommodation		
Flight		
Baggage charges (if applicable)		
Other transportation (if necessary) e.g. cab fare, shuttle, bus		
Food (up to \$75/day) if claimed under another source this cannot be used to "top-up" the remaining difference		
<b>TOTAL AMOUNT REQUESTED</b>	<b>\$</b>	<b>\$</b>

Applicant Name

Applicant Signature

Date

Ensure you include:

- Original receipts of funds to be reimbursed by MAME
- Form completed and signed
- Copies of receipts submitted to other organizations (if applicable)
- Copy of reimbursement form submitted to other organizations (if applicable)
- Electronic copy of article to be used in the MAME newsletter describing your workshop/conference. Photographs are encouraged to help add to our members' understanding of what you learned at your workshop/conference.

