

**Arkansas Reading Association Literacy Conference**

**2016 Conference Invoice/Reimbursement Request**

**Your Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** ---------------------------------------------------------

---------------------------------------------------------

**Phone:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Committee/Office:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of Expenditure:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Amount Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_Please reimburse me

\_\_\_Please pay the attached invoice

Receipts or Invoices ***MUST*** be attached to this form.

**MAIL TO: FOR OFFICE USE ONLY**

**Charles A. Clark**

**121 Longview Pt. Date: \_\_\_\_\_\_\_\_\_**

**Hot Springs, AR 71913**

**Phone/FAX 501-262-3156 Check: \_\_\_\_\_\_\_**

[**charles@kaplunk.net**](mailto:charles@kaplunk.net)

**By: \_\_\_\_\_\_\_\_\_\_**



**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Major Speaker**

\_\_Honorarium & Travel ($25,000)

**Meal Functions**

\_\_Conference Committee Lunch – Wed ($300)

\_\_Conference Committee Dinner – Wed ($1,000)

\_\_Exhibitors’ Break/Thurs Continental Brkfst ($3,000)

\_\_Coffee Break – Rotunda Thurs AM ($1,000)

\_\_Thursday Luncheons ($7,500)

\_\_VIP Guest Meals ($1,000)

\_\_AR Children’s Book Celebration ($1,500)

\_\_Thursday Night Board & Author Dinner ($2,500)

\_\_Book and Author Luncheon ($5,000)

\_\_Coffee Break – Rotunda Friday AM ($1,000)

\_\_Friday Continental Bkfst ($3,000)

**Promotional and Printing**

\_\_Registration and Promo Flyers ($2,000)

\_\_Conference Programs ($5,500)

\_\_Gifts and Promos ($500)

\_\_Signs ($100)

\_\_Miscellaneous ($0)

**Refunds**

\_\_Exhibitors

\_\_Registration

**\_\_Miscellaneous**

**­­**

**AV Expenses** ($16,000

\_\_\_General Session ($5,000)

\_\_\_Breakouts Marriott ($11,000)

\_\_\_Breakouts Statehouse ($0)

**Conference Committee/Committee Exp**

\_\_Board Hotel ($2,200)

\_\_Office Supplies / Postage ($100)

\_\_Exhibitors’ Committee ($100)

\_\_Hospitality ($150)

**Facilities & Services**

\_\_Statehouse - Halls & Rooms ($5,000)

\_\_Marriott ($10,000)

\_\_Registration (LRVCB) ($4,500)

\_\_Exhibits Pipe & Drape ($5,100)