



**BARBARA BROCK MEMORIAL GRANT
REIMBURSEMENT FORM**

The purpose of this grant is to fund the travel expenses of two IFDA Professional members who present CEU accredited courses and/or specialized educational programs. The speakers may be featured at industry markets, design centers, home shows and similar venues. This form is to clarify the items covered by the grant and must be completed before the speaker will receive reimbursement up to \$750 for his or her travel expenses.

* * * * *

Today's Date		IFDA Member Chapter Affiliation	
Name of IFDA Member			
	(Last)	(First)	(Middle)
Address			
	(Street)	(City)	(State/Zip/Country)
Phone: Home		Office	Cell
E-mail		Fax	Website:
Date of Event			
Title of Event			
Location of Event			

EXPENSES

Check off appropriate expenses and list the amounts you are submitting for reimbursement. Attach copies of receipts.

<input type="checkbox"/> Transit (air, rail, bus)	\$
<input type="checkbox"/> Local transit (to/from terminal/hotel etc.)	\$
<input type="checkbox"/> Car Rental	\$
<input type="checkbox"/> Mileage (if driving own car)	\$
<input type="checkbox"/> Meals	\$
<input type="checkbox"/> Lodging	\$
<input type="checkbox"/> Other	\$

TOTAL \$ _____

PAYMENT

Make Check Payable to:	
Signature:	
Approved by Director of Grants:	
Signature:	Date:

PLEASE NOTE

To receive payment of the grant, the Reimbursement Form must be submitted as soon as possible, but no later than 60 days after the event and within same calendar year as event.

Mail or email the completed form along with itemized expense receipts to IFDA/EF Director of Scholarships & Grants:
Sue Williams, Colleagues, 2700 East Grace Street, Richmond, VA 23223 • colleaguesinc@earthlink.net