



Presenter Expense Request

MACRAO will pay pre-approved expenses of non-MACRAO member program presenters with specialized expertise and whose position would not normally be found in the MACRAO membership. In addition, MACRAO may provide a complimentary one day registration or discounted meeting registration. **The chair of the committee proposing the session must submit this form to the VP for Programs, who will coordinate approval by the Executive Committee.** This form is not required for AACRAO Representatives.

Presenter name (first, last): _____

Institution: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone: _____

Email: _____

Session Title: _____

Comments and Justification: _____

Expenses Requested:

Complimentary Registration	\$
Travel (including airfare, taxi, and/or private auto reimbursed at current IRS rate)	\$
Hotel: # of nights (Normally only one night will be authorized. However, you should take presenter's travel needs and session time into consideration when making request.)	\$
Meals (per diem): # of days	\$
Copies, handouts, etc.	\$
Honorarium	\$
Total	\$

Approved by :

VP Programs _____ Date _____

President _____ Date _____