



Poetry Out Loud 2010-11 Travel Reimbursement Request

Directions

Complete and submit this form by March 18, 2011 for state finals travel reimbursement.

Provide receipts for lodging reimbursement (if applicable).

Submit one form per school.

Meals are not covered. No additional expenses allowed.

Mail completed form to the address provided below.

Forms not accepted via email or fax. Please direct questions to Gregory Parker (gparker@mihumanities.org; 517-372-7770).

Reimbursement Rates

Each school's reimbursement is based on its distance from Lansing:

- Less than 50 miles: No reimbursement.
- More than 50 miles, Lower Peninsula: \$50 fuel stipend per school, two hotel rooms for one night each per school.
- More than 50 miles, Upper Peninsula: \$100 fuel stipend per school, two hotel rooms for two nights each per school.

1. Provide the information requested below.

Payable To

Address

City

State

Zip

School

Lansing, MI

Destination

Poetry Out Loud State Finals

Purpose

Beginning Date of Travel

Ending Date of Travel

2. Complete the relevant section below, based on your school's distance from Lansing.

**More than 50 miles from Lansing,
Lower Peninsula.**

*\$50 for fuel; two hotel rooms for one night each;
attach lodging receipts.*

Fuel \$ 50.00

Lodging \$ _____

Total Reimbursement \$ _____

**More than 50 miles from Lansing,
Upper Peninsula.**

*\$100 for fuel; two hotel rooms for two nights each;
attach lodging receipts.*

Fuel \$ 100.00

Lodging \$ _____

Total Reimbursement \$ _____

3. Sign and date form.

Signature

Date

4. Attach lodging receipts and mail to:

Gregory Parker
Michigan Humanities Council
119 Pere Marquette Dr, Ste. 3B
Lansing, MI 48912