

NAME:

ADDRESS	
SESSION #	
DAY	
TIME	
ROOM	
CAPACITY	

Workshop speakers are expected to provide **handouts and manipulatives** for participants and will be reimbursed for the cost of these items up to the maximum amount calculated below. Requests are due to NCTM **no later than March 9, 2024.** All reimbursements will be made **after** the conference. **One** reimbursement will be processed per workshop. Refer to the meeting room capacity chart on the speaker information page to compute your maximum reimbursement amount.

The maximum reimbursement amount is \$2.00 per participant up to the total seating capacity.

Items that **do not** qualify for reimbursement include USB drives, posters, shipping/baggage costs from the conference, books, giveaway items, door prizes, tips, and promotional materials.

Please itemize – <u>NO</u> request will be processed without receipts.

	\$
	\$
	\$
	\$
	\$
TOTAL	\$

Signature:

Deturn the completed form with receipts	NCTM Use Only:
Return the completed form <u>with receipts</u> by March 9, 2024, to:	Voucher:
by March 3, 2024, 10.	Date:
National Council of Teachers of Mathematics	Invoice Date:
Attn: Regional Conferences	Description:
1906 Association Drive	Amount:
Reston, VA 20191-1502	Account: 800 1-511
Or by Email: <u>ConferencesDept@nctm.org</u>	Approval/Date: