

Scholarship Prepaid Airfare Reimbursement Form

Thank you for registering to attend the 2019 EWA National Seminar. To receive your prepaid airfare reimbursement, please follow the steps below and submit the attached form.

Guidelines:

- You must be registered for the 2019 National Seminar.
- **WRITE CLEARLY.**
- Please send the full airfare *itemized* receipt showing route and credit card charge. Credit card statements are **NOT** an acceptable form for an itemized receipt. If you are missing the receipt, please contact the airline for one to be sent to you.
- EWA will reimburse up to the awarded travel amount for those who attend the seminar and complete all required steps as specified.
- Sign and date the form. Scan and email this form and itemized airfare receipt to Tracee Eason, reimbursements@ewa.org **OR** you may mail in the completed form and original itemized receipt. **DO NOT STAPLE.** If you scan and email your receipt please do **NOT** mail them as well. This will slow down your reimbursement.
- You must submit your prepayment request within 30 days of your scholarship award.
- Submissions for prepayment will not be accepted after **April 5, 2019.**

Please remember that the EWA Prepaid Airfare scholarship will **not** reimburse for:

- Ground travel, including but not limited to taxis, mileage, parking, or shuttles between home and the airport or between the airport and the conference hotel.
- Other travel fees, including but not limited to baggage fees (checked or carry-on), early boarding fees, upgrades, travel insurance, or other fees that are not customary or reasonable.

If you have any further questions please contact Tracee Eason (reimbursements@ewa.org) or Brooke Watson (bwatson@ewa.org).

Sincerely,
Tracee Eason
Administrative Coordinator and Events Assistant



Scholarship Prepaid Airfare Reimbursement Form

Thank you for registering for the **2019 National Seminar**. To receive your prepaid airfare reimbursement, please follow the steps below.

To receive reimbursement:

1. Register for the 2019 National Seminar,
2. Print this form,
3. Complete all sections,
4. Sign and date this form. Scan and email this form and a copy of your **itemized airfare receipt** showing route and credit card charge to Tracee Eason, reimbursements@ewa.org **OR** you may mail in the completed form and original receipt. If you scan and email your itemized receipt and form please do **NOT** mail them as well. This will slow down your reimbursement.
5. You must submit your prepayment request within 30 days of your scholarship award.
6. Submissions for prepayment will not be accepted after **April 5, 2019**.

This reimbursement is for (Name) _____

MAIL CHECK TO:

Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Make check payable to: _____

Total Airfare Cost: \$ _____

Total Reimbursement Request \$ _____

I am a recipient of this EWA scholarship for the 2019 National Seminar. EWA has agreed to prepay my airfare before I attend the seminar. If I cancel or do not attend, I agree to reimburse the Education Writers Association these prepaid funds.

Signature _____ Date _____

EWA USE ONLY-----

Description: **2019 National Seminar**

_____ Receipts attached _____ Receipts equal/more than requested

Acct Code: 062 Class Code: 00-0000 Amount: _____