Scholarship Recipient Conference Reimbursement Request

- The maximum scholarship award for in-state events is $350.00 and the maximum award for out-of-state events is $450.00. The difference, if any, between a conference registration fee and the maximum award amount will be available to the scholarship recipient for reimbursement of approved meal and lodging expenses. Maximum reimbursement amounts for meals are as follows: breakfast - $10.00; lunch - $15.00; dinner - $20.00, *not including the cost of alcoholic beverages or taxes incurred*. Original receipts, the conference reimbursement request form, the completed Prime Time follow-up form, and the certificate of attendance with presenter's sign-off must be submitted within **10 business days** from the conference end date in order to be considered for reimbursement.

Conference Name: _____

DATE	ITEM DESCRIPTION	DOLLAR AMOUNT
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
		$
TOTAL AMOUNT REQUESTED:		$

Name of Afterschool Program: _____

Agency/Center Director's Printed Name: _____
(If you are the director, you must obtain the printed name of your supervisor)

Agency/Center Director's Signature: _____
(If you are the director, you must obtain the signature of your supervisor)

Applicant's Printed Name: _____

Applicant's Signature: _____ Date: _____

Where should Prime Time mail your check?

Address: _____

City: _____ State: _____ Zip: _____

****This form must be signed by the agency/center director to be considered.**
If you are the director of your program, you must obtain the signature of your supervisor.**

ONLY COMPLETED, LEGIBLE APPLICATIONS WILL BE CONSIDERED.

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