
SOTC SEMINAR REIMBURSEMENT FORM

for Instructors/Assistants

1) Fill out the Seminar Reimbursement Form below and send to the Training Director (Stephanie Podejko or Mary Kobis) for approval, preferably *before* the seminar. Upon approval, it will be forwarded to the Treasurer for payment.

2) Reimbursement rate is 1/2 the seminar price up to \$75. You must be actively teaching or scheduled to teach to be eligible.

3) Any form received *after* the seminar must be approved by the Board before payment.

Name of Member: _____

Seminar Name: _____

Seminar Presenter/s: _____

Seminar Date: _____

Seminar Cost: _____

Reimbursement Amount Requested: _____

Approval: _____

Mail to:

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