

Invasive Forest Insect Outreach and Survey Training 2010
Maine Department of Agriculture

Reimbursement Form!

You will be reimbursed for reasonable expenses incurred in hosting an Invasive Forest Insect Outreach Activity. **If you have questions about reimbursement, please ask before your activity.** Expenses may include photocopying, hall rental, food, etc. In order to be reimbursed you must fill out a State of Maine New Vendor Form. Complete and mail the Vendor Form (see next page) as soon as possible to facilitate payment, or complete online at www.maine.gov/purchases/vendorinfo/vss.htm. Please contact Anne Bills at anne.bills@maine.gov or 287-3892 if you have questions about this. **You must submit receipts to be reimbursed.**

Your Name _____

Email _____

Phone Number _____

Mailing Address _____

Event Name/Type _____

Location _____

Date _____

Receipts Enclosed:

Item: _____ Amount: \$ _____

Item: _____ Amount: \$ _____

Item: _____ Amount: \$ _____

Item: _____ Amount: \$ _____

Item: _____ Amount: \$ _____

Item: _____ Amount: \$ _____

Total \$ _____

Mail to Maine Department of Agriculture, c/o Anne Bills, 28 State House Station,
Augusta, Maine 04333-0028 OR Fax c/o Anne Bills at 207-287-7548