



SECONDARY SCHOOL FESTIVAL
ADJUDICATOR EXPENSE FORM

TTA will provide a \$100 honorarium, one night's lodging and a \$20 per Diem for each day of the festival. In addition TTA will provide a ticket to the all-conference lunch and the conference awards banquet, and will reimburse travel expenses to and from the conference at \$0.40/mile.

DATE _____

NAME _____

ADDRESS _____

(Checks will be made out and mailed to this name and address.)

Mileage: _____ miles @ \$0.40/mile = \$ _____

Per Diem: _____ days @ \$20/day = \$ _____

Hotel Expense: \$ _____

Honorarium: \$100.00

TOTAL AMOUNT \$ _____

PLEASE ATTACH HOTEL RECEIPTS TO THIS DOCUMENT

Mail form and receipts to: Melissa Shafer
1014 Oak Street
Johnson City, Tennessee 37601
618.593.8103 cell
shaferm@etsu.edu