



colorado
music educators
association

Colorado Music Educators Association Request for Reimbursement

Complete this form and return to the Colorado Music Educators Association for reimbursement. Forms can be mailed to CMEA or scanned (scanned forms do not require a signature) and emailed as noted below. All forms for reimbursement must be returned by May 1st of each year for reimbursement. Reimbursements for events that occurred prior to May 1st but received after May 1st will not be reimbursed. Reimbursements are processed according to the posted CMEA Disbursement Calendar each year. Payments are made through an electronic payment system. .

Name as it should appear on check	
Address	
City, State, Zip	
Email address	
Phone number	
Signature	
Date	

Request for Mileage (CMEA pays on a zip code to zip code mileage chart @ \$.45 per mile when mileage is over a round trip radius of 135 miles round-trip to the designated meeting location.)

Zip code where meeting or event was held	
Zip Code where mileage originated	
Zip Code where mileage ended	

Request for Reimbursement (All-State Expenses/Supplies/Conference Expenses/Petty Cash requests):

Vendor/Individual Name	CMEA Activity for expense	Amount
TOTAL AMOUNT DUE		

An original or scanned receipt must accompany this request.

**Send this form to CMEA, 3617 Shoshone St, Denver, CO 80211,
or email to officecmeaonline@gmail.com**