**AMISA | In-Focus Institute Final Report Form**

This form should be submitted to the AMISA office, along with required documentation and supporting receipts, within two weeks of the conclusion of your conference or institute.

Sponsorship funds will be paid upon receipt of the submission of all required documentation:

* letter of agreement with the presenter(s) (sample on following page)
* list of participants and their schools
* a financial accounting showing the income and expenses for the event
* This Final Report Form showing specific expenses and accompanying receipts
* article and photos for publication in the AMISA Newsletter about the event

|  |  |
| --- | --- |
| **Name of Host School** |  |
| **Name of Host School Coordinator** |  |
| **Name of Institute Held** |  |
| **Name of Presenter(s)** |  |
| **Date Institute was Held** |  |

|  |
| --- |
| **SUMMARY OF EXPENSES** |
| **ITEM** | **AMOUNT PAID** |
| Presenter Airfare (include copy of invoice for ticket) |  |
| Honorarium (include proof of payment) |  |
| Per Diem for Lodging & Meals(Include copy of bills and proof of payment) |  |
| Other (please specify and provide receipts) |  |
| **TOTAL Sponsorship Claim** |  |

**SAMPLE LETTER OF AGREEMENT FOR REGIONAL INSTITUTE OR CONFERENCE**

Date

**Name and address of consultant**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_:

This letter will confirm the understanding we have reached regarding your presenting at an AMISA In-Focus Institute.

**Location of Institute:** **School, address, fax, and phone**

**Host School Coordinator**: Name of Coordinator E-MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates**:

 **TERMS**

 1. \_\_\_\_\_\_\_\_ (School) will reimburse you for your round trip economy air ticket, point of origin—point of workshop—point of origin, up to U.S. $\_\_\_\_\_\_\_. This will be paid to you upon completion of the workshop and the submission of a copy of the invoice from your travel agent for your airline ticket to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of host school coordinator.

 2. An honorarium of U.S. $\_\_\_\_\_\_ a day will be paid by \_\_\_\_\_\_\_ (School), U.S. $\_\_\_\_\_ total. The honorarium will be paid upon completion of the institute.

 3. \_\_\_\_\_\_\_\_ (School) will pay you a total per diem of U.S. $\_\_\_\_\_ (name of city, U.S. $\_\_\_\_\_\_ x 2, dates) to cover your hotel, meals, and incidentals.

 4. A sum of U.S. $\_\_\_\_\_ will be paid to cover your ground transportation costs and airport exit tax. This will be sent to you along with your per diem after the event.

 5. The host school will handle registrations for the workshop, meet you at the airport, provide duplication of materials, audio visual assistance, and generally provide any local logistical services you may require.

\_\_\_\_\_\_\_School and the consultant are in agreement on the above conditions.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NAME OF CONSULTANT** **NAME OF COORDINATOR**

 **OR HEAD OF SCHOOL**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Date