

**To:** Larsen, Jessica[Jessica.Larsen@heritage.org]  
**From:** Larsen, Jessica  
**Sent:** Fri 5/5/2017 11:59:55 PM  
**Subject:** Reimbursement Form for 2017 Resource Bank  
Speaker Expense Reimbursement Form.docx

Hello,

Thank you so much for participating as a speaker at 2017 Resource Bank. *After the meeting concludes*, please fill out the attached form and submit with:

- Receipts for your expenses (if you have already sent me your flight receipt you do not need to re-submit)
- A copy of your W-9

Please let me know if you have any questions or concerns. Thank you again for all your contributions to 2017 Resource Bank!

Sincerely,

Jessica

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**Jessica Larsen**  
**Event Planner**  
The Heritage Foundation  
214 Massachusetts Avenue, NE  
Washington, DC 20002  
[heritage.org](http://heritage.org)



**SPEAKER EXPENSE REIMBURSEMENT FORM**

Please return this form to The Heritage Foundation Special Events department for reimbursement of approved expenses no later than **Friday, May 26**. **Receipts are required for all items.**

CHECK INFORMATION	
<b>Speaker Name:</b>	
<b>Organization:</b>	
<b>Check payable to:</b>	
<b>Address to send check:</b>	

EXPENSE TYPE	AMOUNT
<b>Airfare</b>	\$
<b>Hotel &amp; Lodging</b> <i>(The Heritage Foundation will cover one night's room and tax to the master account)</i>	\$
<b>Ground Transportation</b>	\$
<b>Other Items</b> <i>(please specify: _____)</i>	\$
<b>TOTAL REIMBURSEMENT DUE</b>	\$

**Please return form and receipts as an email attachment to Jessica Larsen at [Jessica.Larsen@heritage.org](mailto:Jessica.Larsen@heritage.org) or via postal mail no later than Friday, May 26 to:**

The Heritage Foundation  
 Attn: (Mary Swift), Special Events  
 214 Massachusetts Ave NE  
 Washington, D.C. 20002

***Thank you for your participation in Resource Bank 2017!***