

PLEASE ATTACH ALL RECEIPTS



## TACRAO WORKSHOP SUMMARY AND FINANCIAL REPORT

Name, Date and Place of Workshop \_\_\_\_\_

Workshop Committee Members \_\_\_\_\_

Names of Schools Attending, Number Attending From Each School and Amount Paid:  
(Example: MTSU - 6 @ \$10 each = \$60)

Total Amount of Workshop Fees Submitting to TACRAO \_\_\_\_\_

**Expenditures:** Please list person(s) to be reimbursed, amount to be reimbursed and business/person paid. (Example: Sue Smith, \$30, Wal-Mart). ***Receipts are required for reimbursement and must be included with your report.***

**Sponsorship:** Please report any monetary sponsorship received for the workshop. Indicate the sponsor name, the amount (if known) or if they sponsored an event like the cost of lunch.