



Booneslick Trail Quilters' Guild
Two Checks (fees and expenses) Requested for Guild Speaker (Same Payee)

Record of Check Executed: 1. CHECK DATE: _____ CHECK # _____ CHECK AMOUNT: \$ _____
2. CHECK DATE: _____ CHECK # _____ CHECK AMOUNT: \$ _____
(ONLY TREASURER (OR CEO) FILL OUT BLANKS IN THIS BOX)

Date: _____ Amount: _____

Check Payable To: _____ Treasurer Mails Checks? ☐ Yes ☐ No

Purpose: To pay for Speaker's Fee and Travel Expenses as per attached Guild contract with the Speaker.
Speaker's presentation contracted to be at the _____ Chapter Meeting on _____.

Documentation Attached: Yes ☐ No ☐

Check Requested By (Signature):- _____
(Contract and relevant receipts must be attached to receive reimbursement. Taxes will not be reimbursed.)

Check Request Approved By (Signature): _____ Date: _____
(Approval signature of Chapter President, Program Chairperson or CEO is required)

Check a Budget Category to be charged

(If the total check should be split among 2 or more categories, put the amounts to the right of the Categories.)

OPERATIONS

____ Administration
____ Annual Meeting
____ Contingency/Hospitality
____ General Fundraising
____ Quilt Show
____ Historian
____ Library
____ Membership (booklet, nametags, etc.)
____ Publications (Newsletter, etc.)
____ Historian
____ Service Projects

SPECIAL PROGRAMS

____ Special Speaker & Workshop
____ Winter Retreat
____ Other Events, Ex. _____

DAY CHAPTER

____ Program
____ Rent
____ Sit & Sew
____ Setup
____ Other Expense
Ex. _____

STARLIGHT CHAPTER

____ Program
____ Rent
____ Setup
____ Other Expense
Ex. _____

MISCELLANEOUS

____ Other

Speaker Fees and Travel Expenses are paid by separate checks.

____ Speaker Fee \$ _____

____ Travel/Mileage (Use mileage calculation below) \$ _____

Mileage Calculation:

____ Round Trip Mileage (as agreed upon by both parties signing the Speaker Contract, attached)

\$ _____ Total Mileage Expense (Round Trip Mileage, above X \$0.70)

\$0.70 is the IRS Mileage Rate for 2025

Treasurer's Signature: _____ Date Form Received: _____