



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: \$ _____ <p align="center">(ONLY TREASURER (OR CEO) FILL OUT BLANKS IN THIS BOX)</p>
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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 _____.

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
<input type="checkbox"/> Administration
<input type="checkbox"/> Annual Meeting
<input type="checkbox"/> Contingency/Hospitality
<input type="checkbox"/> General Fundraising
<input type="checkbox"/> Quilt Show
<input type="checkbox"/> Historian
<input type="checkbox"/> Library
<input type="checkbox"/> Membership (booklet, nametags, etc.)
<input type="checkbox"/> Publications (Newsletter, etc.)
<input type="checkbox"/> Historian
<input type="checkbox"/> Service Projects | DAY CHAPTER
<input type="checkbox"/> Program
<input type="checkbox"/> Rent
<input type="checkbox"/> Sit & Sew
<input type="checkbox"/> Setup
<input type="checkbox"/> Other Expense
Ex. _____ | STARLIGHT CHAPTER
<input type="checkbox"/> Program
<input type="checkbox"/> Rent
<input type="checkbox"/> Setup
<input type="checkbox"/> Other Expense
Ex. _____ |
| SPECIAL PROGRAMS
<input type="checkbox"/> Special Speaker & Workshop
<input type="checkbox"/> Winter Retreat
<input type="checkbox"/> Other Events ,Ex. _____ | MISCELLANEOUS
<input type="checkbox"/> Other | |

Speaker Fees and Travel Expenses are paid by separate checks. Below, please amount for each check.

_____ 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 \$0.67)

\$0.67 is the IRS Mileage Rate for 2024

<https://quickbooks.intuit.com/r/expenses/mileage-rates/#2021-irs-mileage-tax-rates>

Treasurer's Signature: _____ Date Form Received: _____