



## Reporting Requirements for Small Events Reimbursement Award

Within 30 days of the event taking place, the applicant will be required to provide the following information to HxA:

1. List of event attendees (including full name, email address\*, and HxCommunities membership status (Existing, Joined As Result of Event, Non Member) for each attendee).
2. Photographs\*\* from the event (up to 15)
3. Final budget report including:
  - a. Completed Reimbursement Request form (attached)
  - b. Copies of all invoices/receipts for expenses
  - c. Any other sources of funding/sponsorship
  - d. An explanation of any variances from the draft budget submitted in the proposal worksheet
4. A brief summary of the event including:
  - a. Details of any speakers
  - b. Any presentation or remarks made to promote HxA and/or HxCommunities
  - c. A 1-paragraph narrative reflection on the value of the event to the particular HxCommunity and/or to HxA's mission\*\*\*
5. Copies of any marketing materials that were distributed before or during the event

This information should be compiled into one PDF and emailed to the Memberships Manager at [membership@heterodoxacademy.org](mailto:membership@heterodoxacademy.org) within 30 days of the event. Reimbursements will not be distributed until the Reporting Requirements are met.

*\*Emails collected during HxCommunities events may be added to HxA's mailing list and will receive periodic emails related to membership and other HxA opportunities.*

*\*\*HxA reserves the right to use any photographs submitted for future marketing materials.*

*\*\*\*HxA reserves the right to incorporate event feedback into future publications or online content.*



# Reimbursement Request

**Check Payable To:**  
**Mailing Address:**

**Date:**

**Email** (we will use this only for payment notifications):

**Event Name:**

Date	Vendor	\$ Amount
<b>Total</b>		

I certify that the above expenses were incurred while conducting business for or participating in Heterodox Academy events.

\_\_\_\_\_ (sign here)

**Please provide detailed receipts as one PDF in the order they are listed in the above form. Reimbursement requests submitted with incomplete or incorrect information will delay the disbursement of funds.**