



ARRL VEC, 225 Main Street, Newington, CT 06111
Phone: 1-860-594-0300 web: arrl.org/arrlvec
Fax: 1-860-594-0339 email: vec@arrl.org

Dear VE Team Liaison:

Even though your team may have chosen NOT to retain a portion of the test fees to offset your out-of-pocket expenses, we can still reimburse you for expenses incurred at your test session. However, we can pay only for expenses that are necessarily and prudently incurred.

When you return the test session results, please included this form attached to the test session report, indicating your expenses. Also, include a copy of your receipt, bill or any other pertinent information. A check will be mailed to you within 60 days.

The current mileage reimbursement rate is \$0.555 (55.5 cents) per mile (calendar year 2012).

Thank you for serving with the ARRL VEC, and good luck with your test session.

Sincerely,

Maria A. Somma, AB1FM
ARRL VEC
Manager

NAME: _____ CALL: _____
ADDRESS: _____
CITY/STATE/ZIP: _____
TEST DATE: _____ TEST CITY & STATE: _____
TOTAL REIMBURSEMENT: \$ _____ (Please attach copies of all Receipts)

	<u>ITEM</u>	<u>AMOUNT</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____