

REIMBURSEMENT REQUEST

Portland, Oregon Leadership Academy

Ky Chapter

National Association of Enrolled Agents
1120 Connecticut Avenue, NW, Suite 460
Washington, DC 20036

Name: JANET BEZOLD

Department: _____

Purpose of Trip or Expenditure: Leadership Academy in Tunica, MS

Departure Date: _____

Return Date: _____

Destination: _____

Charge to Account #: 552-7008-10

DATE				02-Oct	03-Oct	04-Oct	05-Oct	06-Oct		TOTAL
<i>10/2/12</i>				<i>250.00</i>						<i>250.00</i>
Hotel/Room Charges										\$ -
										\$ -
										\$ -

ATTACH ORIGINAL RECEIPTS FOR ALL ITEMS OVER \$50

NAEA Leadership Conference

Total Expenses:

250.00

I hereby certify that the above is a correct statement of my expense while engaged in NAEA business.

Janet Bezold
Signature

10/31/12
Date

Approved

Date

5917113

QUAN.	CLASS	DESCRIPTION	PRICE	AMOUNT
1		LEADERSHIP AC.		250 -
DATE		AUTHORIZATION		SUB TOTAL
1-2/12				250 -
REFERENCE NO.		REG/DEPT.		TAX
				-
FOLIO/CHECK NO.		SERVER	CLERK	TIPS
				MISC.
				-
SALES SLIP				TOTAL
				250 -

CUSTOMER COPY

4798 5312 0905 9502

07/15

NET M BEZOLD
TAX SERVICES L

BUYER SIGN HERE
Frank Bebold

Cardholder acknowledges receipt of goods and/or services in the amount of the Total shown hereon and agrees to perform the obligations set forth in the Cardholder's agreement with the issuer.

IMPORTANT: RETAIN THIS COPY FOR YOUR RECORDS

Janet Bezold

From: Michael Nelson [mnelson@naea.org]
Sent: 09/18/2012 3:56 PM
To: ckidd134@ms.metrocast.net; billposs@comcast.net; helengrissett@bellsouth.net; riddleea@localnet.com; jbez@fuse.net; jeff@sfstaxacct.com; lynnjt@bellsouth.net; lps@executivetaxservice.com; leebarends@itlaccounting.com; sjlittle53@gmail.com; touchetea@lusfiber.net; fmcobbs@bellsouth.net; taxbelle77@comcast.net; dtolleth@digitalabacus.net; etaxservicesllc@comcast.net
Cc: Michael Nelson; Holli Jones; Marie Stravlo
Subject: Welcome Tunica Leadership Academy Participants
Attachments: Mississippi Reimbursement Form.xlsx; Directory.xlsx; Leadership Style Survey.pdf; Communications Style Inventory.pdf; SSMLA Projects.pdf; Tunica, MS Schedule.pdf; Leadership Academy Quick tips Mississippi.pdf

Welcome Leadership Academy Participants!

I am looking forward to upcoming event, and I hope you are also. I am confident that you will find this program very informative, and will provide you the requisite training for success in your volunteer leadership, as well as, in your practice.

As we head into the final weeks of preparation, there are some details I want to bring to your attention. If you are flying to Memphis, please contact the Unique Travel (see quick tips attachment for details) for a shuttle to the hotel. We will have an informal reception on Tuesday evening in the hotel, beginning at 7:00 pm. This reception is optional, depending upon your arrival time at the hotel. The program begins early Wednesday morning, and will conclude late Friday morning. I have attached a copy of the general schedule as a guide. Please be sure to mail your registration fee of \$250 to Marie Stravlo. IF you have not already done so. Also, if you can, please bring a copy of your chapter or affiliate bylaws, current budget, and strategic plan. It may be helpful to reference them during our sessions.

Please book your hotel by Thursday IF you have not already done so. See the quick tips for hotel information.

I have also enclosed some additional information to assist you. Attached please find:

- ✓ Expense reimbursement form for your hotel expenses. You can anticipate the reimbursement will be processed within 2 weeks after you submit the form.
- ✓ Directory of all participants with their contact information
- ✓ Leadership style survey, which will help you to identify your individual leadership style. We will discuss this during the program.
- ✓ Communications Style Inventory, which will help you identify your individual communication style. We'll discuss this information during the program.
- ✓ Affiliate assignment list: By the program's end you'll be asked to select a project to complete at your affiliate/chapter level. Each assignment lists what must be delivered and when. Please carefully consider which project will have the most impact on your affiliate. We will discuss this further during the Academy.
- ✓ Schedule which includes the topics covered in the Academy
- ✓ Quick Tips (same as the one attached to the acceptance letter)

If you have any questions, please do not hesitate to give me a call. I look forward to seeing you next

09/22/12