



(615) 624-2688  
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 Baylor University  
 One Bear Place #97176  
 Waco, TX 76798-7176

**2024 Meet-Up Report & Reimbursement Request**

Please submit this form, photos of relevant receipts, and photos from the event to [oha@oralhistory.org](mailto:oha@oralhistory.org) as soon as possible, but within 30 days after your event.

Name(s): \_\_\_\_\_

Region Served: \_\_\_\_\_

**Summary.** In a brief paragraph, summarize your event: the number of people that attended, the overall success of the event, the impact you think it had on oral history in your region, and/or any plans for your region moving forward, etc. *Please also send select photos from the event to oha@oralhistory.org.*

**Below, detail the expenses you'd like covered by the OHA (up to \$250):**

Refreshments..... \$ \_\_\_\_\_  
 Venue Costs..... \$ \_\_\_\_\_  
 Other: \_\_\_\_\_ \$ \_\_\_\_\_  
 Total..... \$ \_\_\_\_\_

**How would you like to receive this reimbursement?**

- Electronic Funds Transfer via Zelle (please provide Zelle-associated phone number \_\_\_\_\_ or email \_\_\_\_\_).
- Physical check made payable to \_\_\_\_\_ and mailed to:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_