

Offices of the Faculty

Dr. Larry Funck Chemistry Department Wheaton College Wheaton, IL 60187

Dear Larry:

I believe I have all the MACTLAC expenses accounted for now and am submitting a final bill.

See page 1 enclosed. The total expenses, less postage, were \$922.02. Since we are allowed up to \$600.00 for expenses and we have received \$198.75 in cash, MACTIAC would owe us \$401.25 (\$600.00 - \$198.75) for expenses plus \$69.12 for postage for a total of \$470.37.

The dining room indicated:

66 - Friday lunch at \$1.75 = \$ 115.50 177 - Friday banquet at \$7.00 = 1239.00 98 - Saturday breakfast at \$1.25 = 122.50 84 - Saturday lunch at \$1.75 = 147.00

\$1624.00 Total for Meals

The total amount which Carthage needs to be reimbursed is:

\$ 401.25 expenses 69.12 postage 1624.00 meals

\$2094.37 Total

Please make check payable to Carthage College - Chemistry Department.

Page 2 is a more detailed breakdown of the expenses called - announcements, reproduction, envelopes, name tags, etc. on page 1.

As far as a complete list of registrants, the printed list of 124 names, the ditto list of 39 names for a total of 163 names were all that registered in advance. The packet which you took home with you contained some receipt forms with names on the forms (see copy of enclosed receipt form). These were the names of people who registered just prior to the meeting and did not get on a printed list, so the names should be added to the final list of registrants.

If you have any questions, do not hesitate to write or call.

Cordially,

Kenneth L. Hamm

Chair, Chemistry Department

Kenneth L. Hamm

`KIH/bf Liberal Arts in the Lutheran Tradition

MACTIAC Expenses 1981-82 Meeting Carthage College October 23-24

Refreshments Phone			\$207.00 33.42		
Announcement reproduction, envelopes,					
name tags, e	etc.		75.65		
<u>Speakers</u>					
1. Richard Terrile					
	Transportation Banquet Holiday Inn (3 nights)	7.00			
		\$441.50			
٠.	*\$441.50 =		220.75		
:	Honorarium (MACTLAC)		100.00		
2. Bassam Shakhashiri					
	Holiday Inn (1 night) Mileage Meals	32.45 42.50 11.75			
		\$ 86.70	86.70		
3. Alexander Karczmar					
1	Banquet Mileage Honorarium	7.00 34.00 75.00			
		\$116.00	116.00		
Mixer Holiday Inn - Vinland Room			82.50	_	
			\$922.02	Total Less Postage	
Postage			69.12	 -	
			\$991.14	TOTAL	

^{*} Johnson Wax Golden Rondelle paid half of Terrile's expenses and gave him an honorarium of \$200.00.

MACTLAC EXPENSES 1981 MEETING CARTHAGE COLLEGE

200 Campus Maps	\$ 2.50
Box of Envelopes	11.50
Name Tags	7.50
4 sets Meal Tickets (\$1.25 each)	5.00
Box 9 x 12 Envelopes (for hand-outs)	14.50
MACTLAC Directory	7.25
Final Program	7.50
Meeting Announcement	4.15
Travel & Housing (Bus Schedules)	5.50
Registration & Receipt Slips	7.00
Extra Copies Printed	3.25
	\$75.65
Postage for Mailing	\$69.12