

**DEADLINE DATE FOR SUBMISSION TO ACS SECRETARY: September 26, 2018  
(RECEIPTS SHOULD BE PLACED ON BLANK SHEETS OF PAPER WITH TAPE, NO STAPLES)**

Meeting Location: Boston, Massachusetts

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**AMERICAN CHEMICAL SOCIETY REIMBURSEMENT OF  
COUNCILOR TRAVEL EXPENSES**

**Instructions for Councilors:**

Within three weeks after the National Meeting the Councilor (Alternate Councilor or Temporary Substitute Councilor) should complete Part A of the form and submit the necessary documentation to the local section or division treasurer, (e.g., airline receipts, rail ticket receipts, hotel bills, registration fee, and explanations for amounts under \$25 without accompanying receipts). Please retain a copy for your records. Councilors may receive reimbursement only if they attended the Council meeting.

**Instructions for Treasurer:**

Subsequent to the National Meeting (within three weeks), the Councilor (Alternate Councilor or Temporary Substitute Councilor) should complete Part A of this form and submit it to the local section or division treasurer for payment. The Treasurer must then, within five weeks after the meeting **submit the Councilor Travel Reimbursement Voucher (excel) along with this form**, and with the necessary documentation to the ACS Secretary for reimbursement (form sent under separate cover to all Treasurers).

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**PART A**

*TO BE COMPLETED BY COUNCILOR, ALTERNATE COUNCILOR OR  
TEMPORARY SUBSTITUTE COUNCILOR)*

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Local Section or Division \_\_\_\_\_

I attended the Council meeting, and request that my travel expenses be reimbursed to the extent possible under the Councilor Travel Reimbursement Program.

\_\_\_\_\_  
Signature

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**PART B**

*(TO BE COMPLETED BY TREASURER)*

Reimbursement Paid to Councilor

Amount\$ \_\_\_\_\_ Date \_\_\_\_\_ Check/EFT# \_\_\_\_\_

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Date

**Form to be submitted with payment voucher**