

DEADLINE TO SUBMIT FORM TO CHED TREASURER: April 10, 2020

DEADLINE DATE FOR SUBMISSION TO ACS SECRETARY: April 29, 2020

(RECEIPTS SHOULD BE PLACED ON BLANK SHEETS OF PAPER WITH TAPE, NO STAPLES)

Meeting Location: Philadelphia, Pennsylvania

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 this 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).

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

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