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).

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