

**DEADLINE DATE FOR SUBMISSION TO ACS SECRETARY: April 25, 2018
(RECEIPTS SHOULD BE PLACED ON BLANK SHEETS OF PAPER WITH TAPE, NO STAPLES)**

Meeting Location: New Orleans, Louisiana

**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