

## Travel Reimbursement Form

*After filling out the appropriate portion of the form, send a copy of the receipt(s) and the completed form to Roy Brinkerhoff at 284 HC Provo, UT 84602-2400, FAX: 801 422-0537 or scan and email to roy.brinkerhoff@byu.edu. A copy of the receipt(s) is (are) required. Please do not send the form alone.*

Periodically, funds are awarded that can be used to reimburse a chapter member for travel to the annual Chapter Conference. To request a reimbursement for travel, this form must be submitted by the Chapter Chair. Itemized receipts are required. Travel reimbursement may include airline, rental car, gasoline, and hotel expenses. The deadline to submit reimbursement requests for the Chapter Conference is November 15.

**Name of person to reimburse:** \_\_\_\_\_

**Complete Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Chapter Name:** \_\_\_\_\_

**Date of submission:** \_\_\_\_\_

Item Purchased	Price of Item	Amount to Reimburse
<b>Total to be Reimbursed:</b>		