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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 complete Part B of the form and submit it with the necessary documentation (e.g., airline receipts, rail ticket receipts, hotel bills, registration fee, and explanations for amounts under \$25 without accompanying receipts) to the ACS Secretary for reimbursement of the National Society's share of the cost. Please retain a copy for your records.

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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# \_\_\_\_\_

Treasurer's Name \_\_\_\_\_

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

Phone \_\_\_\_\_

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

\_\_\_\_\_  
Date

### ***Mail Original to:***

Office of the Secretary  
American Chemical Society  
1155 16th Street, N.W.  
Room 424  
Washington, D.C. 20036

or

### ***Submit electronically to:***

secretary@acs.org