
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.

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# _____

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