



Lawyer Chapter Event Report and Expense/Reimbursement Form
Please send to: accountspayable@acslaw.org

I am submitting the attached receipts for reimbursement of expenses incurred during the following event:

Event title: _____

Speaker(s): _____

Location: _____

Date/Time: _____ Approximate attendance: _____

Co-sponsor(s): _____

CLE offered? _____ If yes, CLE credits are _____ approved _____ pending

Please provide a one paragraph summary of the event, **including a description of substantive legal issues addressed and the names of any VIP attendees:**

Please attach or submit to Kristine Kippins (kkippins@acslaw.org) by separate email:

- sign-in sheets**
- digital photos and**
- press coverage of the event**

To the extent space permits, photos and reports will be featured in the ACS weekly e-bulletin and on the ACS website (www.acslaw.org).

I request reimbursement for the following expenses:

Speaker expenses (travel, hotel)		Check should be made out to: Sent to this mailing address:
Room Rental		
Food and drink (if any)		
CLE		
Other (please specify)		
Total	\$	

You must provide receipts for any expenses for which you seek reimbursement.

I hereby certify that I received advance approval of these expenditures by the national ACS office and that all expenses are for ACS-related activities only.

(Signature)

(Print Name & Chapter Position)

(Date)