



Lawyer Chapter Expense/Reimbursement Form

I am submitting the attached receipts for reimbursement of expenses incurred during the following event (brief description, including date):

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

I request reimbursement for the following expenses:

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

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)
(Date)

(Print Name & Chapter Position)

I am submitting photos (high resolution digital or color prints), press coverage, and/or a brief report of the event to info@ACSLaw.org. (Please include attendance estimate and one paragraph summarizing the substantive legal issues addressed.)

To the extent space permits, photos and reports will be featured in the ACS e-bulletin and newsletter and on the ACS website.

FOR ACS USE ONLY:

Program Grant Number: _____

Date Arrived: _____

Date Submitted For Processing/Initials: _____

Date Completed/Initials: _____

Staff Approval: _____