



AMERICAN
CONSTITUTION
SOCIETY FOR
LAW AND POLICY

STUDENT CHAPTERS REIMBURSEMENT REQUEST FORM – STEP TWO

Instructions: Please use a separate form for each check. Fill out the form and attach receipts **NO LATER THAN 30 DAYS AFTER THE EVENT**. Submit by email to: accountspayable@acslaw.org.

I am a Speaker Chapter Leader Faculty Advisor

School:

Event Date:

Event Title:

of Attendees:

Speaker:

You MUST provide receipts for any expense for which you seek reimbursement.

I request reimbursement for the following expenses:

	Amount Approved	Amount to be Reimbursed	<u>Check should be made out to*:</u> *must provide name of person or entity
Event Costs: Food and/or Drink			<u>Check should be mailed to:</u> ATTN:
Travel/Hotel Expenses (list airfare, other travel, & 1 night's hotel separately)			Mailing address:
Total			

❖ If your chapter spent **more** money than the ACS Approved Amount, please indicate whether you are receiving funding from additional funding sources (school funds, cosponsorship, etc.):

❖ I hereby certify that I received **advance approval** of these expenditures by the ACS National Office and that all expenses are for ACS-related activities only.

(Signature)

(Print Name)

(Chapter Position)

(Email address)

(Phone Number)

I am submitting photos (high resolution digital or color prints) to campus@acslaw.org.

FOR ACS USE ONLY:

Date Arrived: _____ Event Posted: _____ SC/LC: _____

Date to Admin: _____ Staff Approval: _____ Grant(s): _____