



## 2019 ACS Student Convention Speaker Reimbursement Request Form

**Speaker Name:** \_\_\_\_\_

If you plan on including ACS among your designated charities in 2019, we encourage you to consider covering your own Student Convention-related expenses by checking the “in-kind donation” box below. ***Please indicate the amount spent and return this form along with a copy of your receipts.***

For those seeking reimbursement, you **must** provide receipts for any expense for which you seek reimbursement. ACS highly recommends you keep a copy of all submitted receipts for your own records. ***Please attach receipts to this form and itemize the expenses in the space below.***

Please check **one**:

- I would like to receive a receipt for my **in-kind donation** to ACS (up to the full amount spent).
- I would like to receive a **reimbursement check** (up to the amount allotted in my confirmation letter or pre-approved by the ACS National Office):

**Check should be made payable to:** \_\_\_\_\_

**And mailed to this address:**  
 NAME:  
 ADDRESS:

	<u>Item Description</u>	<u>Amount</u>
<b>Total:</b>		<b>\$</b>

*\*(Note: reimbursement typically takes 4-6 weeks to be processed and sent.)*

I hereby certify that all expenses are for ACS-related activities only.

\_\_\_\_\_  
 (Signature)

For an in-kind donation or reimbursement to be processed, you must submit this form along with relevant receipts by e-mail to [accountspayable@acslaw.org](mailto:accountspayable@acslaw.org) at your earliest convenience.

If you have any questions, please contact Alexandra VanRooyen at (202) 393-6181.

**For Internal Use Only:**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Approval: \_\_\_\_\_ Date: \_\_\_\_\_