

**2014 Department of Network Advancement**

**Student Convention Reimbursement Request Form**

**Instructions:**

* Please read and complete this form completely. Giving accurate details and amounts will aid in the timely processing of your reimbursement request.
* You must submit your reimbursement requests no later than **APRIL 4, 2014**. Any requests submitted after that date will not be refunded.
* Attach **copies** of your receipts; please keep the originals with you.
* Submit your materials in 1 of 3 ways—
  + Email: accountspayable@acslaw.org
  + Fax: (202) 393-6189
  + Mail: American Constitution Society, Attn: ACCOUNTS PAYABLE,

1333 H St., NW 11th floor, Washington, DC 20005

I am a (check all that apply): Transportation Scholarship Recipient

Next Generation Leader

I am requesting a reimbursement for the following expenses associated with my transportation to the 2014 ACS Student Convention. I have attached appropriate receipts totaling up to my pre-approved amount of

Travel scholarship award amount

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| --- | --- | --- |
| **TRANSPORTATION**  Flight from (city):  Train from (city):  Drive from (city):  Names of your passengers:  1.  2.  3.  **Please attach a Google map of the driving distance with this form.**  Total number of miles driven round trip: | **AMOUNT REQUESTED**  For mileage reimbursements, we will calculate the amount requested based on the number of people in your car and the federal govt. mileage rate of $0.56/mile. Please see your award email for additional details. | **CHECK DETAILS**  Check should be made out to (name):  Check should be sent to (mailing address): |
| **TOTAL** |  |

I hereby certify that I was awarded these expenditures by the ACS National Office and that all expenses are for ACS-related activities only.

Print Name Signature (E-Signatures are fine)

E-mail address Phone Law School

INTERNAL ACS NOTES: