DUE Friday, February 1st, 2020. Submit to: ctachereimbursement@gmail.com

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| CONGRESS TRAVEL REIMBURSEMENT | | |
| APPLICANT INFORMATION | | |
| Name: | | |
| Phone: | | |
| Current Address (This is where your check will be sent. Be sure it is accurate.) | | |
| City: | State: | ZIP Code: |
| SCHOOL INFORMATION | | |
| School Name: | | |
| School Address: | | |
| E-mail: | | |
| Major/Program: | | Graduation Date: |
| **ACHE INFORMATION** | | |
| ACHE Member Number: | | |
| Venmo account | | |
| SIGNATURE | | |
| Signature of Applicant: | | Date: |

Travel reimbursement is up to $400 and only for items with valid receipts. Alcohol will not be reimbursed.

**To submit your receipts:**

1. Make a copy of your receipts and submit them with this document
   1. An easy way to do this is to: fill out and print this form, affix your receipts to a blank sheet of paper with clear tape, and scan all documents together creating a PDF
2. Receipts must be 100% legible and fit on the page. Incomplete or cut off receipts will not be accepted or reimbursed. (This is a standard expectation for any business reimbursement with receipts.)
3. If you split the cost of a hotel, someone in the group must submit the hotel receipt. On the same page where your receipts are, indicate your portion of the hotel cost and your roommates’ names. Total cost among the group cannot exceed cost of the hotel indicated on the receipt. If the hotel receipt showing total cost is not received, hotel cost will not be reimbursed.