

Association of College & Research Libraries
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Chapter Reimbursement Request Form

Please prepare this form and make one copy to keep for your records. Tape **original** receipts, such as airline ticket stubs, hotel bills, invoices, etc. to a separate sheet of paper then attach to this form.

The ACRL fiscal year runs from September 1 to August 31. All requests for payment must be submitted **before August 15** of the current fiscal year.

Chapter: _____ Purpose of Expenses*: _____

*ACRL Chapters may spend budgeted resources on any items or activities that support the educational purposes of ACRL's strategic goals as identified in the strategic plan with two exceptions. 1) The allotted funds may not be used for payment of honoraria or travel to support librarians' presentations at ALA, ACRL, or ACRL chapter conferences and 2) The allotted funds may not be used to purchase goods or services prohibited by ALA and ACRL policy. (Source: ACRL Board, October 2017.)

Make check payable to: _____

Mail check to

Name: _____

Street: _____

City/State/Zip: _____

E-mail Address: _____ Phone: _____

Itemized Expenses

Date	Item	Amount	Budget Line Charge <i>(ACRL office use only)</i>

TOTAL: _____

Please check if original receipts could not be included and state reason below.

Please note expenses without required documentation may not be reimbursed.

I confirm that this expense qualifies as an educational expense under Section 501 (c)3 of the Internal Revenue Code.

Approved by: _____ Date: _____
Chapter Chairperson

Submit this completed form and original receipts to ACRL at the address listed in the header.