

Request for Reimbursement Form

University of Nebraska-Lincoln Food Science Club

University of Nebraska-Lincoln Food Science Club

Section I

Must be completed by member and submitted to the Vice President 4 weeks before traveling or 4 weeks before semester graduation, whichever is first.

Name: _____ Phone: (____) _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Purpose of travel (ex: attend IFT AM & FE 2011): _____

I understand that the Treasurer and/or President have the final decision in allocation of funds. I also understand that all receipts must be turned in within two weeks after my return. Failure to do so will disqualify me from receiving funds from the Food Science Club without prior written arrangements with the CLUB Board of Directors extending the deadline.

Date: _____ Signature: _____

Section II

To be completed by CLUB Vice President, photocopied for club records, and the original returned to Club member by hand-delivery or via mail 2 weeks before semester graduation or 2 weeks before the event, whichever is first.

Total Club Funds Allocated: \$ _____ # Members attending: _____

Sum of points earned by participants: _____ Value of 1 point: \$ _____

Points earned by _____

Maximum funds_____ is eligible to receive: \$_____

Signature of Completing Officer: _____ Date: _____

Section III

To be completed by Club member and returned to Sr. Adviser in order to be reimbursed.

- 1) Attach receipts for travel costs.

- 2) Total Funds Requested: \$ _____

- must not exceed maximum funds member is eligible to receive (see above)
- Must not exceed total of attached receipts

Mail to: Food Science Club
Attn: Dr. Andreia Bianchini, Club Adviser
248 Food Innovation Center
Lincoln, NE 68588-6205 U.S.A.