INSTRUCTIONS for requesting reimbursement for a chapter expense

1. Print this form

2. Fill in all information in the first section labeled “Bill Received or Request for Reimbursement “

3. Enter the date you are submitting this request and your initials on line 1 of that section

4. Fold the form in half

5. Attach your original receipt and a copy of the receipt to the form

6. Send the form and receipt via interoffice mail to the chapter office at SB HSC UUP, HSC L5-572 Zip+4= 8553