

AMS Chapter Fund

Student Chapter Representative to AMS Council

Reimbursement Request Form 2009

This form is to be used by student chapter representatives to the AMS Council. These people are listed each year in the *AMS Directory* and at the AMS Web site. Regarding occasional unlisted substitutions, consult the Council Secretary (Mary Natvig, mnatvig@bgnet.bgsu.edu).

Student chapter representatives to AMS Council are expected to attend the special breakfast meeting for them (Friday, 7 a.m.), and the AMS Council meeting (Saturday, noon). They are also expected to provide a brief written summary of the meetings to their local chapter upon return.

This form must be submitted within three weeks of the meeting: 7 December 2009.

Name, chapter, mailing address, e-mail:

Total travel expenses* (not lodging or meals) (*please attach original receipts*): \$ _____

Reimbursement request from AMS National Office (50% of total): \$ _____

Please send to your regional chapter treasurer for approval (see *AMS Directory* or web site (<www.ams-net.org/chapters/>) for names).

The chapter treasurer normally approves the request and forwards it to the chair of the chapter activities committee (Carl Leafstedt, Trinity University, Dept. of Music, 1 Trinity Place, San Antonio, TX, 78212-4674; Carl.Leafstedt@trinity.edu), who confirms that all is in order and sends it to the AMS office. The AMS office sends the student the reimbursement directly.

Approved, chapter treasurer, _____ Chapter of the AMS:

Name (please print)

Signature

date

Approved, Carl Leafstedt, Chapter Activities Committee Chair:

Signature

date

*Approved travel expenses: air fare (coach/economy booked 30 or more days prior to travel); train or auto mileage (standard fares or mileage rate, not to exceed coach/economy air fare); parking.