



**Reimbursement form**

- Undergraduates seeking reimbursement of travel expenses should complete this reimbursement form, and then email the form to [education@zetapsi.org](mailto:education@zetapsi.org). **You must combine this document with scans of all receipts into a single PDF document.** Please use the following naming convention when submitting this report: "LastName First Name LTIExpense YYYYMMDD.pdf." Reimbursement forms not meeting these specifications will not be processed.
- Reimbursement form must be submitted no later than 30 days after the LTI event.
- Zeta Psi will reimburse for all gas and toll costs when traveling to LTI events. Zeta Psi does not approve reimbursements for airfare, car rental, parking, or cab fare without express written prior consent from IHQ staff. Unless otherwise approved in advance, the maximum reimbursable amount is \$300.
- Our preferred method for issuing your reimbursement is through Chase QuickPay. Most US and Canadian bank accounts can accept deposits from Chase QuickPay, regardless of whether the account holder has a Chase account. Please be sure to use the email associated with your bank account when submitting your expenses. If you'd prefer a physical check, please indicate that in the submission email.
- If you have any questions, please ask us.

<b>LTI Reimbursement</b>	
<b>Event (Circle One): Annual Convention / Regional LTI / Kirby Leadership Conference</b>	
<b>Location:</b> _____	
<b>Event Date(s):</b> _____	

<u>Expenses:</u>	USD	CDN
Gas	\$ _____	\$ _____
Tolls	\$ _____	\$ _____
Airfare	\$ _____	\$ _____
Car Rental	\$ _____	\$ _____
Parking	\$ _____	\$ _____
Cab fare	\$ _____	\$ _____
Other:	\$ _____	\$ _____
<b>Total:</b>	<b>\$ _____</b>	<b>\$ _____</b>

<u>Payment Info:</u>
Chapter: _____
Name: _____
Street Address: _____
City, State, Zip: _____
Banking e-mail: _____
Describe Expenses: _____
_____
_____