

**Phi Chi Theta
Alumni Activity Reimbursement Form
2005-2006 Fiscal Year**

Please complete all required information on this form. Mail completed form to Phi Chi Theta Fraternity, 1508 E. Beltline Road, Suite 104, Carrollton, TX 75006.

Section A

Name: _____ **Date:** _____
Address: _____
Phone: _____

Check One: **Member of Alumni Chapter (Complete Section B & D)**
 Alumni-At-Large (Complete Section C & D)

Section B (Complete only if you are in an Alumni Chapter)

Alumni Chapter Name: _____ **# of Members:** _____
Current Office: (President, Activities, Treasurer, etc.)

Section C (Complete only if you are an Alumni-At-Large)

If you are submitting this form with other Alumni-At-Large, please indicate the names of person(s) who are also requesting reimbursement:

I am not submitting this form with any other Alumni-At-Large.

Section D

Name of Event: _____ **Event Date:** _____
Description of Event: _____
of Attendees: _____ **Amount Requested for Reimbursement:** \$ _____

List Vendor Name & Amount being submitted for reimbursement. Attach original receipts to form.

Vendor Name:	Amount of Receipt
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
	\$
TOTAL	\$

-- OR --

Instead of requesting reimbursement for an event, please apply the following amount to the registration fee for the 2006 National Meeting ____.

Acknowledgement

By signing below, I acknowledge the following: (Please initial by each of the following)

- I have paid dues for the 2005-2006 fiscal year as an alumnus/alumnus-at-large.
- The event's purpose was for Phi Chi Theta alumni business.
- The funds were not used to supplement a collegiate chapter function, unless the event was officially co-sponsored by the existing alumni chapter.
- I have attached receipts to the form that total the amount being requested for reimbursement.
- No reimbursement for alcoholic beverages has been requested.
- The reimbursement has been requested for an event that occurred between August 1, 2005 and July 31, 2006.

Additional Policies

- The fiscal year for Phi Chi Theta runs from August 1st – July 31st.
- An alumni chapter will not be reimbursed beyond the amount of national dues that its members have paid to the national office for this fiscal year.
- A chapter may be reimbursed for events occurring within the prior fiscal year, provided that the submission (post mark) date is no later than August 31st and the chapter has a residual balance for that year from which to be reimbursed.
- On September 1st, any unused amounts from previous fiscal year are permanently forfeited and cannot be used for reimbursement requests. NO EXCEPTIONS

By signing the form below, I am requesting that the national headquarters of Phi Chi Theta reimburse me for the event listed above. I affirm that this event was conducted for the purpose of Phi Chi Theta alumni business. I affirm that I have not previously received payment from Phi Chi Theta's national headquarters for these items. I acknowledge that if I have made misstatements on this form for the purpose of receiving a reimbursement that, at a minimum, my chapter (or myself personally) will be required to repay the inappropriately reimbursed amount.

Signature of Person Submitting Request

Date

Signature of President (If Applicable)

Date