



Geoscience
Information
Society

REQUEST FOR REIMBURSEMENT

GSIS will refund reasonable postage, photocopy, telephone, and other expenses for your committee if your organization cannot absorb them.

Please submit requests for payment or reimbursement through your committee Chair.

To receive reimbursement, these two items should be submitted to the Treasurer:

- Completed "Request for Reimbursement" form (i.e., this form).
- Receipt(s) bearing your signature and date of purchase or invoice(s) from vendor bearing written approval to pay.

In the event that a receipts or invoice is not available, you may submit a brief letter or memo bearing your signature describing the purchase, date, and amount of purchase.

Name _____

GSIS Office/Committee (position held) _____

Committee Chair Approval _____

Preferred Mailing Address _____

Daytime Phone _____ FAX _____

E-Mail _____

Description of Purchase

Purchase Date _____

Signature _____