



CONVENTION of STATES ACTION

Volunteer Reimbursement Form

This form is for reimbursement of travel expenses for pre-approved events only. As a general policy, CSG does not reimburse expenses for events that have not been pre-approved for reimbursement.

Purpose/Event:

Instructions:

- Please provide your contact information so we know where to send your reimbursement check.
- For each reimbursable expense please provide the date, a brief description of the expense including the identity of the vendor, and the amount.
- Please confirm that you have attached a receipt for each expense by checking the box marked "Receipt." **No expenses will be reimbursed without a receipt.**
- Submit your completed reimbursement form along with receipts to payment@selfgovern.com within 30 days of the event.

Name: _____ **Date:** _____

Address: _____

Email: _____ **Phone:** _____

Date	Description/Vendor	Amount	Receipt
9/22	Example: Delta Airlines – Airfare to/from event	\$ 500.00	X
	Total		

Please note the following limits on the expenses we are able to reimburse for this event:

- We are happy to reimburse for travel costs (flights, airport parking, ground transit, baggage fees), but cannot cover any meals, lodging, or incidentals along your route. *We strongly recommend travel insurance as we will not be able to reimburse travel expenses for anyone who, for any reason, does not attend.*
- Reimbursements will be limited to reasonable travel expenses directly to and from the event. Detours and unnecessary travel expenses (e.g. first-class tickets) will not be covered.
- Reimbursements will be limited to the invitee’s own travel expenses. If guest travel is booked jointly with the invitee, receipts must be sufficiently detailed to allow us to distinguish the invitee’s expenses from those of any guests.