



# ALUMNI LEADERSHIP CONFERENCE

## day10 Executive Committee Reimbursement Form

Please submit original receipts for your travel expenses for ALC and allow 3 weeks for your reimbursement. Reimbursement for ALC must be received by December 31, 2015.

Name \_\_\_\_\_

Date: \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Phone (Day) \_\_\_\_\_

### Description of Expenses

Airfare \$ \_\_\_\_\_

Rental Car \$ \_\_\_\_\_

Gas \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total** \$ \_\_\_\_\_

#### Travel reimbursement is as follows:

Actual gas expenses or airfare or a combination of air/car rental up to \$500 is covered by the Alumni Association.

Please submit **actual** receipts for reimbursement.  
(Copies of receipts are not accepted for reimbursement)

Reimbursements will be processed after ALC.

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Please retain my reimbursement and apply it to the **Alumni Association Legacy Scholarship** in the amount of \$ \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### Please mail, with receipts to:

University of Dayton  
Alumni Relations  
Attn: ALC Reimbursement – day10  
300 College Park  
Dayton, OH 45469-7052