

# Reimbursement Request Form

<b>Instructions:</b>	Submit all the following via email to: <a href="mailto:info@onshawaii.com">info@onshawaii.com</a> 1. <input type="checkbox"/> Completed electronic application a. Handwritten applications will not be accepted 2. <input type="checkbox"/> All receipts for requested reimbursement a. Note: Funds will not be issued without appropriate documentation and receipts		
<b>Name &amp; Date:</b>			MM-DD-YYYY
<b>Home address:</b>			
<b>Phone &amp; Email:</b>			
<b>Event Reimbursement Requested for:</b>			
<b>Please list expenses below:</b>			
<input type="checkbox"/> Printing, postage & supplies			\$
<input type="checkbox"/> Meeting/conference fees			\$
<input type="checkbox"/> Speaker honorariums			\$
<input type="checkbox"/> Scholarships and grants			\$
<input type="checkbox"/> Membership fees (board member only)			\$
<input type="checkbox"/> Other			\$
<input type="checkbox"/> Travel	Destination:	Date:	
	Airfare:		\$
	Ground Transportation:		\$
	Meals (no alcohol):		\$
	<b>Total:</b>		\$
<b>Reimbursement method</b>	PayPal email address: _____		