

Chi Phi Educational Trust  
Reimbursement Cover Sheet



Name:	
Event:	
Location:	

Travel Expenses							
Dates							
Lodging							
Airfare/Train							
Rental Car/Gas							
Mileage							
Parking/Tolls							
Per Diem/Meals							
Misc.							
Total Daily Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total to be Reimbursed							\$ -

Notes (please explain any misc. expenses here)

Please submit cover sheet and a copy of all receipts within 30 days of incurring expense via email or mail to Beth Vaughn, Executive Director.

vaughn@chiphi.org  
Chi Phi Educational Trust  
1160 Satellite Blvd. NW  
Suwanee, GA 30024

Tax deductible charitable donation credits will be issued for approved expenses as allowed by the law.

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