**Collegiate Academy Chapter**

**Annual Meeting Reimbursement Form**

To remain active and eligible to receive reimbursement for travel to the Texas Academy of Science Annual Meeting, each Collegiate Academy Chapter must fulfill the following requirements:

* Have a faculty sponsor who is a member of the Texas Academy of Science;
* Have a membership of 10 or more students, at least 5 of whom are Student Members of the Texas Academy of Science;
* Have on file with the Collegiate Academy director a copy of the student organization’s constitution and/or by-laws.

Please fill out the following information for Chapter travel reimbursement, attach all receipts, and return this to the Collegiate Academy director on or before the date of the TAS annual meeting. (If you have any questions, please contact Kathy Wood at [kwood@umhb.edu](mailto:kwood@umhb.edu) )

Date:      Institution:

Name of Student Organization:

Faculty Sponsor:

Phone Number of Sponsor:       Email of Sponsor:

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| **Item for Reimbursement** *(please use TAB button to go to each cell)* | **Amount** |
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*Please make sure all receipts are attached to this form. Thank you!*