



WAFCS Foundation Travelship Reimbursement Form for AAFCS Annual Conference Attendance

Updated 02/2024

Before beginning, it is suggested you save the form file to your desktop first
affording you the opportunity of completion off line.

- Reimbursement for **up to \$300 for students and up to \$500 for professionals** of your share of expenses to attend the AAFCS Annual Conference.
- For **expenses not reimbursed from other sources.**
- Toward **normal expenses such as registration, lodging, and travel.** (specifically not for food with the exception of "Ticketed Meal Functions" associated with the conference).

Date: _____

1. Name: _____

2. University (if student): _____

3. Preferred USPS Mailing Address:

4. Email Address: _____

5. Phone Number: _____

6. AAFCS Member Number: _____

7. Itemize expenses incurred (registration, lodging, travel) and portion for which you were responsible.
These are expenses for which you did not receive other support or reimbursement.

Expense (e.g., registration, lodging, travel)	\$ Dollar Amount for Your Share*
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total \$ _____

*For example, if lodging or travel was shared, show your share of the total expense.

8. Please **attach receipts/documentation** for registration, lodging, &/or travel expenses listed above, identifying cost and specific purpose.

9. Did you receive any other support (e.g., from your University) for expenses incurred to attend the AAFCS Annual Meeting?
If so, how much and for what purpose? NO YES

10. Submit this form and attached receipts/documentation by July 15 to:

Cindy Quilling
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Menomonie, WI 54751-5572
cindyquilling.wafcs@gmail.com

For questions, contact Karen Goebel at kpgoebel@wisc.edu or 608-444-2652