CEO Conference Scholarship Expense Form

This form does not need to be completed if you are expecting ONLY a Post Conference Evaluation Report Registration Fee Reimbursement

Submit travel receipts and completed Expense Report in the same mailing with any required Post Conference Report(s) no later than **November 9, 2009** (post marked). Eligible travel receipts include hotel, dining and transportation. Conference registration fees will not be accepted as travel expenses (these are reimbursable through the *Post Conference Evaluation* Report Reimbursement scholarship). CEO reserves the right to decrease and/or decline scholarship support based on any of the following:

- If submitter is not a current CEO student member and/or club
- If the actual Fund-Raised amount is less then the amount stated in Fund-Raising proposal
- If actual travel expenses are less then the designated reimbursement amount
- If Guidelines were not fully adhered
- If Post Conference Report(s) and/or Expense Report is incomplete

Reimbursement checks will be mailed after the conference, if all specified Scholarship guidelines have been followed and deadline dates adhered.

Name: _____

Address: _____

City/State/Zip: _____

School: _____

Email: _____

Telephone: _____

Actual Travel Expenses

Transportation	$	_____
Lodging	$	_____
Other	$	_____
Total Travel Expense	$	_____

Scholarship amount pre-approved by CEO: $ _____

I/We hereby certify that I/we incurred the above expenses, documented by the attached receipts, to participate in the CEO Conference. Any shared transportation or rooms will be calculated accordingly. I/we understand any reimbursement paid by CEO through the Coleman Scholarships will not be requested from other sources. I/we further understand and agree that failure to fully comply with the said guidelines may result in reduction and/or revocation of any approved scholarship funding.

Signature _____ Date _____

Mail the above specified documentation(s) no later than **November 9, 2009** (post marked) to CEO Headquarters at:
CEO; 815 W. Van Buren Street (M/C 244); Suite 400; Chicago, IL 60607

Please allow approximately 4 weeks for reimbursement after submission of all proper documentation.

Direct all financial inquiries to CEO at 312-996-2670 or email CEOScholarships@c-e-o.org