

# Austin LPA, Inc.

## 2011-2012 Reimbursement Request Voucher for Texas ALP, Region 6, and/or NALS Conferences

This form is to be used by Austin LPA members to receive reimbursement (partial or full, depending on the number of members seeking reimbursement) of their registration fee after attending Texas ALP, NALS Region 6 or NALS Conferences. Members are not eligible for reimbursement if their registration is paid for by Austin LPA (i.e., serving as President, President-Elect, Vice President, or Director) or by an Austin LPA member's firm.

It is the responsibility of each member to submit this form *within 15 days after the date of the conference/meeting* to the Director to receive any reimbursement.

### GUIDELINES FOR REIMBURSEMENT

Attach (1) a copy of your registration form (2) a copy of the check paying for the registration, and (3) written confirmation of presence at the meeting (i.e., CLE certificates). If you do not have these items, contact the Director.

*If you do not submit the documents by the stated deadline and do not contact the Director to request additional time, you will not be considered to receive any reimbursement for your registration fee.*

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#### REIMBURSEMENT REQUEST

Date requested: \_\_\_\_\_ Mail to: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Submitted by:

Approval of Reimbursement:

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Director's Signature*

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*President's Signature*

\_\_\_\_\_  
*Date*

Mail or email this form, along with the requested attachments for reimbursement the Director:

Patti Heaney

Van Osselaer & Buchanan LLP

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Austin, Texas 78759

[pheaney@vbllp.com](mailto:pheaney@vbllp.com)