



## WAFCS Foundation Travelship Reimbursement Form for AAFCS Annual Conference Attendance

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** 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.**

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:

Karen Goebel, 1821 Camelot Dr.,  
Madison, WI 53705  
608-444-2652  
kgoebel@wisc.edu ,

For questions, contact Karen Goebel at [kgoebel@wisc.edu](mailto:kgoebel@wisc.edu) or 608-798-2182.