

# Student Travel Reimbursement Form

## Brooks or Johnson Winner Travel to National Convention

Beta Beta Beta Biology Honor Society  
University of North Alabama, Box 5079  
Florence, AL 35632

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Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Check One: Brooks winner \_\_\_\_\_ Johnson Winner \_\_\_\_\_

Purpose of Travel \_\_\_\_\_ Date: \_\_\_\_\_

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Chapter: \_\_\_\_\_ School: \_\_\_\_\_

Chapter Advisor: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

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**RECEIPTS ARE REQUIRED** – Please scan all receipts and submit with this form.

**Type of Transportation:**

Car: \_\_\_\_\_ Miles: \_\_\_\_\_ \$ \_\_\_\_\_

Commercial Airfare: \_\_\_\_\_ \$ \_\_\_\_\_

Miscellaneous: (Provide details) \$ \_\_\_\_\_

Subtotal Travel Cost \$ \_\_\_\_\_

Less Advance \$ \_\_\_\_\_

Total Travel Cost \$ \_\_\_\_\_

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Student Signature: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_

District Director: \_\_\_\_\_

FOR NATIONAL OFFICE  
USE ONLY

Approved: \_\_\_\_\_

Send Travel Reimbursement requests to the National Office via email: [tribeta@una.edu](mailto:tribeta@una.edu)

**All reimbursements must be submitted within 3 months of date of travel.**