

FINANCIAL ASSISTANCE REIMBURSEMENT FORM

16TH ANNUAL CLASS ACTION CONFERENCE

INSTRUCTIONS

REIMBURSEMENT FORMS ARE DUE ON OR BEFORE Friday, March 16, 2018

Please fill out this form completely and attach all receipts supporting your approved reimbursable expenses.

Only previously approved expenses can be reimbursed.

If you are submitting this form electronically, please attach PDF copies of your receipts.

The Impact Fund Class Action Conference Financial Assistance Guidelines are available at <https://www.impactfund.org/cacfaq>.

Reimbursement forms received after Friday, March 16, 2018 will not be approved for reimbursement.

Name:

Phone Number:

Firm/Organization:

Email:

Check payable to:

Mailing address:

City/State/Zip:

Date	Vendor Name					Amount	Description of Approved Expense
							Hotel (room and taxes only for up to two nights at the Hotel Kabuki reduced conference nightly rate)
							Flight (if flying to attend the Conference)
							Flight (if flying to attend the Conference)
							Hotel Parking (if driving more than 15 miles to attend the Conference)
	Miles:		x	0.54	=		Travel to Conference (if driving more than 15 miles to attend the Conference)
	Miles:		x	0.54	=		Travel from Conference (if driving more than 15 miles to attend the Conference)

Total Reimbursement: \$

Please send completed form and receipts to:

Hard Copies: The Impact Fund, 125 University Avenue, Suite 102, Berkeley, CA 94710-1616, Attn: Kellye Denson

Electronic Copies: Kellye Denson, kdenson@impactfund.org

Fax: Kellye Denson, (510) 845-3654