



The Minerals, Metals & Materials Society

# Student Chapter Travel Reimbursement Request Form

5700 Corporate Drive Suite 750 | Pittsburgh, PA 15237 USA | P: 1-724-776-9000 | F: 1-724-776-3770 | [www.tms.org](http://www.tms.org)

The annual travel allowance of up to \$500 granted to each Material Advantage chapter is restricted to student travel expenses to the TMS annual meeting. It is expected that verification of student attendance at the meeting will be provided to TMS by the student chapter. In order to be eligible for reimbursement, chapters must be in good "active" standing. This request must be submitted within two weeks following the meeting.

Date: \_\_\_\_\_

Name of Student Chapter: \_\_\_\_\_

School/ School Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Advisor(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Faculty Advisor's E-mail Address: \_\_\_\_\_  
\_\_\_\_\_

Distance From School to Meeting: \_\_\_\_\_

Total Distance Traveled: \_\_\_\_\_

Number of Student Members on Trip: \_\_\_\_\_

Names of Student Members Who Attended:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Mail reimbursement check to the following address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total Reimbursement Requested: \$ \_\_\_\_\_

Faculty Advisor(s) Signature: \_\_\_\_\_  
\_\_\_\_\_

**Mail or E-mail this form with receipts together to:**

**TMS Student Awards**  
5700 Corporate Drive Suite 750  
Pittsburgh, PA 15237, USA  
phone: 1-724-776-9000  
e-mail: [students@tms.org](mailto:students@tms.org)