

KCAMP ROADS SCHOLAR TUITION REIMBURSEMENT

Applications must be submitted no later than December 15 to be eligible for current year funds

ALL SHADED AREAS MUST BE COMPLETED. Information should be typed (preferred) in this form and submitted with required document(s) via email (yross@kcamp.org) or fax (785.267.2383).

MEMBER		CONTACT	
TITLE			
PHONE NUMBER		EMAIL	
MAILING ADDRESS (include City, State and Zip)			
SUPERVISOR NAME & TITLE (If applicable)			

DESCRIPTION OF ACTIVITY FOR WHICH REIMBURSEMENT IS BEING REQUESTED AND NUMBER OF PARTICIPANTS

REQUIRED Invoice(s) attached/enclosed Yes No

REQUIRED Proof of Completion attached/enclosed Yes No

AMOUNT REQUESTED FOR REIMBURSEMENT (\$50/Person/Class Maximum) <i>PROOF OF COST & COMPLETION REQUIRED PRIOR TO KCAMP REIMBURSEMENT</i>	
TOTAL COST OF ACTIVITY	

MEMBER REPRESENTATIVE SIGNATURE

DATE

APPLICATION APPROVAL (To be completed by KCAMP Staff)

1. Member Funds Available \$ _____
2. Use of Funds Appropriate to Program _____ Yes _____ No
3. Verification of Completion by Member _____ Yes _____ No

Date Member Notified: _____

Application _____ Complete _____ *Returned to Member for Additional Information*
Date: _____

KCAMP RISK MANAGEMENT APPROVAL

Date

KCAMP CEO APPROVAL

Date