

GUIDELINES FOR REIMBURSEMENT KNIGHTS OF COLUMBUS COLLEGE COUNCIL CONFERENCE

Thank you for attending the 2009 College Council Conference in New Haven. If you qualify for reimbursement of your travel expenses, please follow the guidelines listed below to receive payment.

1. Make photocopies, or digital copies, of your receipts. Keep a copy for your records.
2. Type a list that clearly identifies and describes each expense. Note the total amount.
3. Submit your list and copies of all your receipts, either by mail (in hard copy) or e-mail.
4. Be sure to include a valid mailing address, so we can send your check to you.

Submission by mail

Please mail hard copies of your receipts to the address listed below.

Michael V. Brewer
College Council Coordinator
Knights of Columbus
1 Columbus Plaza, 12th Floor
New Haven, CT 06510

Submission by e-mail

Please e-mail digital copies of your receipts to college@kofc.org

In the subject line of your e-mail, please include your name and council number, e.g.

“Subject: John Doe – Council 12345 – Reimbursement for College Council Conference.”

If you have any questions or concerns, please feel free to contact Mike Brewer by e-mail at michael.brewer@kofc.org, or by telephone at (203) 752-4671.