**Reimbursement SOP V1**

***1. How to get reimbursed?***

If you are not a co-chair, ask your co-chair who is the designated person for reimbursement. Provide him/her all your receipts and ask him/her to reimburse you.

If you are a co-chair, please fill out the reimbursement spreadsheet (ask Kate You or Yan Wang if you do not have one.) Send it along with all the receipts to Yao Long (yaolong\_2006@yahoo.com), and copy Yan Wang (yan.wang@cabsweb.org). Please make sure to complete the reimbursement within two months from the event date.