



# Student Steel Bridge Competition

## FACULTY ADVISOR REIMBURSEMENT

AISC will provide hotel reimbursement to one faculty sponsor from each school who attends the SSBC - Regional Event to accompany their team. Faculty Advisors: Please submit your reimbursement request according to the following guidelines.

- Faculty Advisor reimbursement requests must be submitted following the date of your team's SSBC - Regional Event but no later than July 1 of the same year.
- Hotel costs may include your nightly room rate for a standard room type, taxes and fees for one night, and may not exceed \$250.
- Other expenses such as food and beverage, parking, internet or in-room entertainment will not be reimbursed.
- Room upgrades, cancellation fees, or other similar charges will not be reimbursed.
- Guest Teams or their Faculty Advisors are not eligible to receive monetary support from AISC.



**Smarter.  
Stronger.  
Steel.**

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## FACULTY ADVISOR REIMBURSEMENT REQUEST FORM

Please submit the completed form below to [universityprograms@aisc.org](mailto:universityprograms@aisc.org). A copy of the hotel receipt is required. Incomplete requests will not be processed. Please allow up to 4 weeks for processing.

School/University Name:	
Faculty Advisor Name:	
Phone Number:	
Regional Event: <i>(e.g. Carolinas, Deep South, etc.)</i>	
Regional Event Date(s):	
Date of Hotel Stay: <i>(1 night maximum)</i>	
Room Charges: <i>(amount requested)</i>	
Check Payable To:	
Mailing Address:	
Comments: <i>(only if necessary)</i>	

Signature: \_\_\_\_\_

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

Internal Use Only: 613000-01-700-000



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