



**LEVEL FOUR**<sup>®</sup>  
Financial  
A DIVISION OF  
LEVEL FOUR GROUP LLC

11 N. Water Street  
Ste 21290  
Mobile, AL 36602  
(251) 650-0840  
Fax (251) 281-2007

LFF159
Form #
Branch #

N/A
Account #
FP #

**Seminar/Conference Reimbursement Form**

Date \_\_\_\_\_ Financial Professional \_\_\_\_\_  
Branch Phone # \_\_\_\_\_ Branch Principal \_\_\_\_\_

**Cash Compensation/Reimbursement – Purpose**

Advertisement	Seminar	Client Appreciation	Other (please describe below)	
Topic/Seminar Title _____				
Compliance Approval #(s) _____				
Compliance Approval Date _____				
Event Location (if applicable) _____				
# of Client Prospect/Attendees _____				
Date of Event _____				
Amount of Cash Received \$ _____				
Total Cost of Event /Advertisement \$ _____				
Sponsoring Company _____				
Sponsorship disclosed in invitation, agenda or during event			Yes	No
Copy of letter to sponsoring company requesting reimbursement included			Yes	No

**Non-Cash Compensation**

Description of Non-Cash Compensation \_\_\_\_\_  
Approximate Value of Non-Cash Compensation to be Received \$ \_\_\_\_\_  
Sponsoring Company \_\_\_\_\_

**Approval by Branch Principal is required before funds will be posted to the expense detail.**

Branch Principal \_\_\_\_\_ Date \_\_\_\_\_

**Broker/Dealer Use Only**

Reviewed By \_\_\_\_\_ Date Reviewed \_\_\_\_\_  
Approved \_\_\_\_\_ Disapproved \_\_\_\_\_  
Updated 11/24 \_\_\_\_\_ Level Four Financial, LLC - Member FINRA & SIPC