ASHRAE REGION 2 – EXPENSE REPORT FORM

VERSION: 2026-Sept

Make check payable to:
Mail check to - Street Address: **City, Province and Postal Code:**
Signature of Submitter: and **Print Name:**
Date that this form is filled out:

I REQUEST REIMBURSEMENT FOR THE FOLLOWING EXPENSE(s):	
☐ **Regional Awards, Certificates, etc. Reason for expenses:**	$
☐ **Hotel Costs** for attended a Society Winter or Annual (Summer) Meeting to offset some basic hotel expenses (registration cost are not included and the amount may not cover full hotel costs) [reference **Region II Expense Summary Tables**] {DRC hotel covered by Society} **Society Meeting Location:** **Society Meeting Dates:** **Regional Officer - position:** **Hotel Expenses** allowed for: ☐ **Regional Officer** maximum 3 nights of hotel at a maximum of $350CAN/night for each Society meeting. Maximum $1,050CAN per meeting with two meetings per year. ☐ **RMCR** maximum 5 nights of hotel at a maximum of $350CAN/night for each Society meeting. Maximum $1,750CAN per meeting with two meetings per year.	Hotel Expenses $
☐ Cost for **Region II CRC hotel** and/or **registration fee** expenses for a Regional Officer [reference **Region II Expense Summary Tables**] **CRC Meeting Location:** **CRC Meeting Dates:** **Regional Officer - position:**	Hotel Expenses $ Registration Fees $
☐ Chapter visits by **Region 2 Historian - Transportation only** (since travel is not reimbursed by Society; travel costs to be paid by Region II Funds or might use a Society Allocated Visit) **Chapter(s) visited:** **Date(s) of Travel:**	$
☐ **Regional Planning Meeting/President Elect Training Costs** (**Group Meals)**	$
☐ **YEA Leadership Weekend Scholarship** – Up to $1,100 per person ($2,200 per year)	$
☐ **Chapter Leadership Academy** – Up to $500 per person (if send 2 then $1,000 per year)	$
☐ **LEADRS Program** – Up to $1,500 per person (if send 2 then $3,000 per year)	$
☐ **Other Expenses** that is not listed in any of the above categories (Please be specific as to the expense and advise of additional pre-approval info). **Specific expense information:** Any expense that is NOT in any of the above categories **MUST RECEIVE DRC PRE-APPROVAL** in order to be considered for reimbursement. No exceptions! Contact DRC for pre-approval.	$
Total Of All Expenses Submitted (all amounts to be in Canadian Dollars)	$

Instructions

1. Determine category within the table above to apply for reimbursement, fill in info as noted. **Reference Region II Expense Summary Tables** for allowed Travel, Hotel, and Conference Fees/Registration that can be reimbursed by Region II funds.
2. Expense Form must be submitted within 90 days of expense. No reimbursements after 90 days.
3. Attach any original receipts to this form. **NO RECEIPTS = NO REIMBURSEMENT**
4. Forward completed form with attached receipts by email to: **Region 2 DRC** R02DRC@ashrae.net
   and **Region 2 Treasurer** R02TR@ashrae.net

   Region 2 DRC to review, approve and then confirm approved to Region 2 Treasurer

DRC Approval (signature & date):