

ASHRAE REGION 2 EXPENSE REPORT FORM

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

I REQUEST REIMBURSEMENT FOR THE FOLLOWING EXPENSE(S):

<input type="checkbox"/> Regional Awards, certificates, etc.	\$
<input type="checkbox"/> Cost for Society Winter or Annual (Summer) Meeting to offset some basic hotel expenses (registration cost are not included) Meeting Location: _____ Meeting Dates: _____ Expenses allowed for: <input type="checkbox"/> ARC, MP RVC, RP RVC, SA RVC, CTTC RVC, GGAC RVC, Regional Historian, YRC, Nominating Member and Nominating Alternate. Reimbursement of maximum 3 nights of hotel at a maximum of \$350/night for each Society meeting. Maximum \$1050 per meeting; two meetings per year. {DRC hotel covered by Society} <input type="checkbox"/> RMCR. Reimbursement of maximum 5 nights of hotel at a maximum of \$350/night for each Society meeting. Maximum \$1750 per meeting; two meetings per year.	\$
<input type="checkbox"/> Chapter visits by Region 2 Historian - Transportation only (since not reimbursed by Society) Chapter visited: _____ Date of Travel: _____	\$
<u>Planning Meeting Costs</u> <input type="checkbox"/> Group Meals	\$
<input type="checkbox"/> YEA Leadership Weekend Scholarship – Up to \$1,100 per person; \$2,200 per year	\$
<input type="checkbox"/> Chapter Leadership Academy – Up to \$500 per person; \$1,000 per year	\$
<input type="checkbox"/> LEADRS Program – Up to \$1,500 per person; \$3,000 per year	\$
<input type="checkbox"/> Other expense 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 <u>MUST RECEIVE PRE-APPROVAL</u> in order to be considered for reimbursement. No exceptions! Contact DRC for pre-approval.	\$
Total Of All Expenses Submitted (all amounts in Canadian \$)	\$

Instructions:

1. Determine category from above list to apply reimbursement, fill in info as noted.
2. Attach any **original** receipts to this form. **No receipts = NO reimbursement.**
3. Forward completed form and receipts to Region 2 DRC **and** RMCR for Approval by e-mail

E-Mail (Preferred): R02DRC@ashrae.net

(Region 2 DRC to review, approve and then forward to Region 2 Treasurer)

Expense Form must be submitted within 90 days of expense. No reimbursements after 90 days.

DRC Approval / Date