## 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):

- ☐ Regional Awards, certificates, etc. $

- ☐ 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:
  - ☐ 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)
  - ☐ 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.

- ☐ Chapter visits by Region 2 Historian - Transportation only (since not reimbursed by Society) $
  
  Chapter visited: ____________________________ Date of Travel: ____________________________

- ☐ Planning Meeting 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; $1,000 per year $

- ☐ LEADRS Program – Up to $1,500 per person; $3,000 per year $

- ☐ 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 **MUST RECEIVE PRE-APPROVAL** 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**

Form Last Revision: March 18/2024