

## ASHRAE REGION 2 Expense Report Form

Make check payable to: _____
Mail check to - Street Address: _____
City, Province and Postal Code: _____
Signature of Submitter:  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 3 nights of hotel at a maximum of \$200/night for each Society meeting. Max \$600 per meeting. {DRC hotel covered by Society} <input type="checkbox"/> RMCR. Reimbursement of 5 nights of hotel (Fri to Wed) at a maximum of \$200/night for each Society meeting. Max \$1000 per meeting.	\$
<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"/> 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 <b>MUST receive pre-approval</b> in order to be considered for reimbursement. No exceptions! Contact DRC for pre-approval.	\$
<b>Total For All Expenses Submitted</b>	\$

### 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 for Approval by e-mail

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

(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**