

## ASHRAE REGION I Expense Report

Print or type all information

Make check payable to:

Mail check to: Street Address:

City, State and Zip Code:

Signature of Submitter: \_\_\_\_\_

Print name: \_\_\_\_\_

Date that form is filled out: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### I REQUEST REIMBURSEMENT FOR THE FOLLOWING:

<input type="checkbox"/> CRC loss (CRC 89-1) Chapter: _____ Date: _____	\$
<input type="checkbox"/> Region I Dinner loss (CRC 89-2) Date: _____	\$
<input type="checkbox"/> Stationary, Repro, Mailing costs by Region I EXCOM (CRC 89-3)	\$
<input type="checkbox"/> Telephone Costs by Region I EXCOM (CRC 89-4)	\$
<input type="checkbox"/> Regional Awards, certificates, etc. (CRC 89-5)	\$
<input type="checkbox"/> Chapter visits by Region I EXCOM - Lodging only (CRC 89-6) Chapter visited: _____ Date: _____	\$
<input type="checkbox"/> CRC - Workshop attendance (Reimbursement per Chair: \$50 < 100 mileage from Chapter Headquarters to CRC Host Chapter location, \$100 > 100 mi.) by the below Chapter Grassroots Committee Chairpersons. (CRC 89-7) Paid to Chapter Treasury Chapter: _____ Please circle all the Chairpersons being claimed. Person(s) attending the workshop(s) must be the actual committee chair as per the CIQ. Program Membership Research TEGA(CTTC) Student Refrigeration	\$
<input type="checkbox"/> CRC - Registration for Region I EXCOM at CRC (CRC 91-1)	\$
<input type="checkbox"/> CRC - Lodging for Region I EXCOM at CRC (CRC-05-3) (Max. \$300.00 per Mtg.)	\$
<b>Planning Meeting Costs</b> <input type="checkbox"/> Region I EXCOM hotel cost (CRC 95-1) <input type="checkbox"/> CRC General Chair hotel cost (CRC 95-2) <input type="checkbox"/> Meeting Room Rental and Audio-Visual Equipment (CRC 95-3) <input type="checkbox"/> Group Meals for Region I EXCOM and CRC Chairman (CRC 95-4) <input type="checkbox"/> Group Meals for upcoming CRC Delegates and Alternates (CRC 95-5) <input type="checkbox"/> Entertainment at Dinner if requested by DRC (CRC 95-6)  <input type="checkbox"/> Transportation expenses for the Regional Program Chair (RVC), Refrigeration Chair (RVC), Webmaster (RECC), and Historian. (CRC 07-011-1)	\$
<b>Subtotal Sheet 1</b>	\$

<input type="checkbox"/> Cost of Society Winter and Annual (Summer) Meeting registration and hotel per RVC. (CRC 05-1)	\$
<input type="checkbox"/> Cost of Society Winter Meeting & Fall Meeting registration and hotel for Nominating Committee Member & Alternate. (CRC 05-2)	\$
Expenses allowed up to a maximum of \$250 per meeting per member, to maximum of \$500 per year. (CRC 05-1&2)	
<input type="checkbox"/> CRC - Seed money to assist Host Chapter (CRC 02-1)	\$
<input type="checkbox"/> CRC -Transportation expenses for the Regional Program Chair, Refrigeration Chair, Webmaster (RECC), and Historian to attend the CRC. (CRC 07-011-1) Note – As per the CRC manual (Appendix HH) the incoming and outgoing RVCs can be reimbursed. Webmaster (RECC) is considered an RVC in Region I.	\$
<input type="checkbox"/> CRC - Outgoing DRC expense to attend CRC (CRC 03-1) including CRC Registration, Transportation, and Registration not to exceed \$500	\$
<input type="checkbox"/> Costs associated with program evaluation for NYS Ed. Dept. PHD credit. Max. \$1000.00 annually. (CRC 07-001-2)	\$
<input type="checkbox"/> Other expense that is not listed in any of the above categories.  Other expenses are those expenses considered as “one-time” expenses approved by the CRC committee.	\$
<b>Subtotal Page 2</b>	\$ _____
<b>Subtotal from Page 1</b>	\$ _____
<b>Total For All Expenses Submitted</b>	\$ _____

(Form Version 11/2/2007)

**Instructions:**

1. Determine category from above list to apply reimbursement, fill in info as noted.
2. Attach original receipts to this form. No receipts = NO reimbursement.
3. Forward completed form and receipts to DRC for Approval by mail or via email.  
Garry Myers, 73 Bonnie Way, Allendale, NJ 07401 [garry.myers@ny.fk.com](mailto:garry.myers@ny.fk.com)
4. Submit form within 90 days of event. No reimbursements after 90 days.

DRC Approval

**Definitions:**

1. Members of Region I EXCOM were defined at CRC-03:  
 “The members of the Region I EXCOM were resolved to consist of 14 members as follows:  
 DRC, ARC, WebMaster, RVC Program, RVC Resource Promotion, RVC Membership Promotion, RVC TEGA, RVC Student Activities, RVC Refrigeration, Nominating Committee Member, Nominating Committee Alternate, Historian, CRC General Chair, Treasurer.”
2. Name Changes:  
 The following name changes occurred after CRC-03:  
 “Resource” Promotion was changed to “Research” Promotion in 2004/05,  
 “TEGA” was changed to “CTTC” in 2006/07,  
 “Webmaster” was changed to “Regional Electronics Communications Chair (RECC)” as of Oct. 2007. In Region I, this position is considered an RVC.

**Accounting use only**

Check mailed \_\_\_\_/\_\_\_\_/\_\_\_\_ Check Number \_\_\_\_\_ Check Dated \_\_\_\_\_