

## ASHRAE REGION I Expense Report

Print or type all information

|                                       |
|---------------------------------------|
| <b>Make check payable to:</b>         |
| <b>Mail check to: Street Address:</b> |
| <b>City, State and Zip Code:</b>      |
| <b>Signature of Submitter:</b> _____  |
| <b>Print name:</b>                    |
| <b>Date that form is filled out:</b>  |

| I REQUEST REIMBURSEMENT FOR THE FOLLOWING EXPENSE(S):  |    |
|--|----|
| Stationary, Repro, Mailing costs by Region I EXCOM (CRC 89-3)  | \$ |
| Telephone Costs by Region I EXCOM (CRC 89-4)   | \$ |
| Regional Awards, certificates, etc. (CRC 89-5)   | \$ |
| Region I Dinner loss (CRC 89-2)  | \$ |
| Cost of RVC-MP & RVC-RP hotel expenses at Centralized Training. Max. \$200 per training session per RVC. Total max. \$400/yr. (CRC 2018 – Motion 01-111-02-08162018)   |    |
| Cost of Society Winter and Annual (Summer) Meeting attendance (registration, hotel, and transportation) per Region I ExCom, Nomination Committee Member & Alternate. Expenses allows up for a maximum of \$1,200.00 per meeting per member (effective Winter Meeting 2020). (CRC 2019 – Motion 01-010-0-08152019). Excludes Regional Representative (CRC 2010-007-004). Officers in eligible positions must seek reimbursement from Society prior to seeking reimbursement from the Region. (CRC 2018- Motion 01-010-01-08162018 and Motion 01-006-02-08162018)  | \$ |
| Cost of Fall Nominating Committee and Members Council Meeting(s) lodging for RMCR, Nominating Committee Member & Alternate. Expenses allowed up to a maximum of \$400.00 (CRC 004-01-2016)   | \$ |
| Chapter visits by Region I EXCOM - Lodging only (CRC 89-6)<br>Chapter visited: _____ Date: _____   | \$ |
| Costs associated with program evaluation for NYS Ed. Dept. PHD credit. Max. \$1000.00 annually. (CRC 07-011-2)   | \$ |
| <b>Planning Meeting Costs</b><br>Region I EXCOM hotel cost (CRC 95-1) Includes Regional Representative (CRC 012-01-2013).<br>CRC General Chair hotel cost (CRC 95-2)<br>Meeting Room Rental and Audio-Visual Equipment (CRC 95-3)<br>Group Meals for Region I EXCOM, upcoming Delegates, upcoming Alternates, Chapter President Elects and CRC Host Committee Chair (CRC 007-04-2012)<br>Entertainment at Dinner if requested by DRC (CRC 95-6)<br>Transportation expenses for the Regional Program Chair (RVC), Refrigeration Chair (RVC), Regional Electronic Communications Chair (RECC), and Historian. (CRC 07-011-1) | \$ |
| CRC loss (CRC 89-1) Chapter: _____ Date: _____   | \$ |
| CRC -Transportation expenses for the Regional Program Chair, Refrigeration Chair, Regional Electronic Communications Chair (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. RECC is considered an RVC in Region I. Includes Regional Representative (CRC 012-01-2013).  | \$ |
| CRC - Registration for Region I EXCOM at CRC (CRC 91-1) Includes Regional Representative (CRC 012-02-2013)   | \$ |
| <b>Subtotal Sheet 1</b>  | \$ |

|                             |                          |
|-----------------------------|--------------------------|
| <b>Accounting use only:</b> | Processing Date: _____   |
| Confirmation #: _____       | Delivered By Date: _____ |

|  |           |
|--|-----------|
| 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)<br>Paid to Chapter Treasury Chapter:<br>Please check off all the Chairpersons being claimed.<br>Person(s) attending the workshop(s) must be the actual committee chair as per the CIQ.<br>Program Membership Research CTTC Student Activities<br>Refrigeration Young Engineers in ASHRAE (YEA) Government Affairs | \$        |
| CRC - Lodging for Region I EXCOM at CRC (Rate to be determined by the host hotel and will be capped at two nights. This is retroactive to CRC 2021) (CRC 2021-006-02). Includes Regional Representative (CRC 012-02-2013).   | \$        |
| CRC - Outgoing DRC expense to attend CRC - including registration, hotel and transportation not to exceed \$800 total. (CRC 2001-004-01-2012)  | \$        |
| Audio/Visual equipment purchases up to \$300 per year (CRC 2009-1-004-2)   | \$        |
| Updates to Region I website up to \$1000 per year (CRC 2017-01-010-05-08192017)  | \$        |
| YEA Leadership Weekend Scholarships – For up to 9 people to attend starting in SY 2018-2019. Region I will pay the registration cost not to exceed \$3600 per year (total for all attendees). (CRC 2019-01-010-02-08152019).<br>The ASHRAE YLW registration cost includes the following: event registration, hotel accommodations and meals during the event. Optional activities (e.g. technical tours, additional meals and additional hotel nights) are not covered by this scholarship (CRC 2019-01-010-01-08152019)             | \$        |
| CRC Host Chapter Subsidy (Amount Based on total Region I Chapter Dues paying members) (CRC 007-2-2011) Disbursed from Region I Fund as a lump sum to the CRC Host Committee by no later than March 1 of the fiscal year preceding the CRC held in August in the same calendar year. [CRC 2022 – Eligible Funds \$ 2,953.00]  | \$        |
| Reimbursement for costs related to the LeaDRS program. Max. \$1250 per ASHRAE conference. (01-008-02-2014)   | \$        |
| DRC Discretionary Expense Fund – Up to \$1,000 per year (CRC 012-8-2013)   | \$        |
| Reimbursement for costs related to the Opportunity Fund program. Monies approved by DRC prior to submitting expenses. Program year 2018-2019 funds \$8,020.00 (CRC 10-01-2016)   | \$        |
|  | \$        |
|  |           |
| Expenses not listed in any of the above categories (Please be specific as to expense, and advise approval info).<br><b>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.</b>  | \$        |
| Subtotal Page 2  | \$        |
| Subtotal from Page 1   | \$        |
| <b>Total For All Expenses Submitted</b>  | <b>\$</b> |

### Instructions:

- Determine category from above list to apply reimbursement, fill in info as noted.
- Attach original receipts to this form. No receipts = NO reimbursement.
- Forward completed form and receipts to DRC for Approval:  
E-Mail (Preferred): [stevesill1966@hotmail.com](mailto:stevesill1966@hotmail.com)  
Postal Mail : Steve Sill 2930 State Route 104a Sterling, NY 13156
- Submit form within 90 days of expense. No reimbursements after 90 days.

**DRC Approval / Date**

### Definitions:

**1. Members of Region I EXCOM** were defined as per 2018 CRC motion # 01-007-01-08292018:

"Members of the Region I EXCOM are: Director & Regional Chair (DRC), Assistant Regional Chair (ARC), Treasurer, RVC Regional Electronic Communications Chair (RECC), RVC Program, RVC Research Promotion (RP), RVC Membership Promotion (MP), RVC Chapter Technology Transfer Committee (CTTC), RVC Student Activities (SA), RVC Refrigeration, RVC Young Engineers in ASHRAE (YEA), RVC Regional Representative, RVC Government Affairs Committee (GAC), Region Members Council Representative (RMCR), Nominating Committee Member, Nominating Committee Alternate, Historian, & CRC General Chair"

**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. "Grassroots Government Activity Committee" name changed to "Government Affairs Committee" – effective 7/1/2018.