

ASHRAE REGION I EXPENSE REPORT

Make check payable to:	
Mail check to: Street Address:	
City, State and Zip Code:	
Signature of Submitter (Electronic OK): _____	
Print name:	Date:

Stationary, Repro, Mailing costs by Region I	
Regional Awards, certificates, etc.	
Winter and Annual (Summer) Meeting Region I Dinner loss	
Cost of RVC-RP hotel expenses at Centralized Training. Max. \$200 per training session per RVC. Total max. \$400/yr.	
Cost of Society Winter and Annual (Summer) Meeting attendance (registration, hotel, and transportation). Expenses allows up for a maximum of \$1,200.00 per meeting per member. See Note 1 for Specific Allowances.	
Cost of Fall Nominating Committee Meeting and Member's Council lodging for RMCR and Nominating Committee Member & Alternate. Expenses allowed up to a maximum of \$200 per meeting per member.	
Chapter visits by Region I EXCOM - Lodging only. Attach report.	
Costs associated with program evaluation for NYS Ed. Dept. PHD credit. Max. \$1000.00 annually	
Cost of Regional Planning Meeting and President-Elect Training Attendance (hotel and transportation). See Note 2 for Specific Allowances.	
Cost of Regional Planning Meeting and President-Elect Training (facility and group meals)	
CRC Chapter Host Seed Money (\$1 per Region Chapter dues paying member). Payable Society year prior to year hosting event.	
CRC loss: Attach report	
Cost of CRC attendance (registration, hotel, and transportation). See Note 3 for Specific Allowances.	
CRC – Workshop Attendance (payable to Chapter Treasury). See Note 4	
Audio/Video Equipment Purchases for Region (Maximum \$1,000 per year)	
Region I Website Expenses (Maximum \$2,500 per year)	
YEA Leadership Weekend attendance. See Note 5	
LeaDRS Program attendance. See Note 6	
DRC Discretionary Fund (Maximum \$1,000 per year)	
Expenses not listed in any of the above categories. Such expenses must receive pre-approval by DRC. Attach clear description of expense and written pre-approval.	
<b>TOTAL</b>	

All requests for reimbursement must be accompanied by original receipts.  
 Email reports to [cbertuch@bergmannpc.com](mailto:cbertuch@bergmannpc.com)  
 Expense reports must be submitted within 90 days of expense.

Accounting use only:	Processing Date: _____
Confirmati #: _____	Delivered By Date: _____
_____	

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Notes

Note 1: Winter and Annual (Summer) Conferences. Maximum \$1,200 per conference unless otherwise noted. "X" indicates reimbursed by Region.

	Hotel/Registration	Transportation	Notes
RMCR RVCs: RP, MP, GAC, SA, YEA, CTTC	X	By Society	Summer meeting to include both current and incoming
RCC RECC, Region Historian	X	X	\$1,500 maximum per conference. Must be members of applicable Society committee.
Region Nominations Committee Member and Alternate	X	By Society	Winter Meeting Only

Note 2: Regional Planning Meeting/President-Elect Training. "X" indicates reimbursed by Region.

	Hotel	Transportation	Notes
RMCR, Region Nominating Member, Region Nominating Alternate, Region Historian, Region Treasurer, CRC General Chair RVCs: CTTC, GAC, MP, RP, SA, YEA	X	By Society	
ARC, Regional Representative RCC's: Refrigeration, Sustainability, DEI	X	X	
Presidents-Elect	X	By Society	

Note 3: CRC. "X" indicates reimbursed by Region.

	Hotel/Registration	Transportation	Notes
RMCR, Region Nominating Member, Region Nominating Alternate, Region Historian, Region Treasurer, CRC General Chair RVCs: CTTC, GAC, MP, RP, SA, YEA	X	By Society	
ARC, RECC, Refrigeration, Sustainability, DEI, Regional Rep	X	X	
Delegates and Alternates		By Society	
Chapter Committee Chairs: CTTC, GAC, YEA, SA (either CRC or Centralized Training)		By Society	

Note 4: CRC - Workshop attendance (Reimbursement per either Chapter Chair or Co-Chair ( \$50 < 100 mileage from Chapter Headquarters to CRC Host Chapter location, \$100 > 100 mi.) by the following Chapter Committees. All participants must be listed on Chapter CIQ.

- Programs
- Membership Promotion
- Research Promotion
- Student Activities
- Refrigeration
- Sustainability
- DEI
- History
- Electronic Communications

Note: Transportation for CTTC, GAC, YEA Chapter Committee Chairs by Society (see Note 3)

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### Notes

- Note 5: YEA Leadership Weekend Scholarships – For up to 9 people to attend annually. Region I will pay the registration cost not to exceed \$3600 per year (total for all attendees). Final amount to be determined based on total number of scholarships awarded. Reimbursement provided for 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.
- Note 6: LeadRS Program: Max. \$1250 per ASHRAE conference for transportation, hotel, registration, and meals.

APPROVED 2025 CRC Motion 01-011-03-08222025