



EWRI COMMITTEE MEETING EXPENSE REIMBURSEMENT REQUEST FORM

The following information is required when requesting authorization for expense reimbursement for an EWRI committee meeting. Use this form or prepare a request including this information. This information is sent to the appropriate EWRI staff contact person at least 45 days prior to the activity date, with a copy to the EWRI parent committee chair. The cognizant EWRI staff contact person sends the authorization to the EWRI committee members and the chair of the parent committee/council at least 30 days prior to the activity date.

Requesting Person

Committee/Council Name

Parent Committee/Council

Description of Activity

Meeting Date(s)

Meeting Location

City

State

Meeting Time(s)

Meeting Place & Room

Priority of Activity (as per approved Committee/Council Budget Worksheet)

Budgeted Amount \$

Description of Anticipated Expenses

List of EWRI Members who will be requesting authorization for Expense reimbursement

Please check one:

- Committee Chair/Secretary will distribute agenda.** (Please send a copy to EWRI Staff Contact)
- Standards Committee Chair/Secretary has sent announcement (indicating meeting date, time, and location) to the Standards Coordinator for distribution.** (Please send an agenda to EWRI Staff Contact)
- Committee Chair/Secretary has attached a copy of the agenda for EWRI staff to distribute to members receiving the *Committee Expense Authorization & Reimbursement Request form*.**

Approved by:

(EWRI Staff Contact)

Date