



EWRI COMMITTEE ACTIVITY (NON-MEETING) REIMBURSEMENT REQUEST FORM

The following information is required when requesting authorization for expense reimbursement for an EWRI committee activity other than a meeting. Use this form or prepare a request including this information. Examples for the use of this form include, but are not limited to, postage, photocopying, and conference calls not set up by EWRI staff.

Requesting Person

Committee/Council Name

Parent Committee/Council

Activity Type (Please check one):

Conference Call: () Yes () No If yes, please provide: 1) The number of participants:
2) Conference Call Date:
3) Conference Call Times:

Other Reimbursement Request:

Description of Activity

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

Total Amount Spent (Please attach receipts) \$

Description of Expenses Incurred

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

Approved by:

(EWRI Staff Contact)

Date