



EWRI STANDARDS COMMITTEE MEETING REIMBURSEMENT REQUEST FORM

The following information is required when requesting authorization for expense reimbursement for an EWRI standards committee meeting. This form must be used when requesting a meeting and must be submitted in accordance with the **ASCE News announcement schedule**, with a copy to the EWRI parent committee chair. Upon approval, the EWRI Standards Administrator will send an email authorization to the EWRI committee members and the chair of the parent committee/council at least 30 days prior to the activity date. The EWRI Standards Administrator will send all authorizations to the chair of the committee who will distribute them to the pre-authorized meeting participants at the meeting. Committee Chairs/Meeting Organizers are advised to check with the attendees they request be reimbursed 30 days prior to the meeting date to avoid any substitution complications.

Requesting Person: _____ Phone #: _____

E-mail: _____

Committee Name: _____

Parent Committee/Council: _____

Purpose/Description of Meeting: _____

Meeting Date(s): _____ Meeting Location: _____
City / State

Meeting Time(s): _____ Meeting Place & Room: _____

Amount Requested: \$ _____ (Due to budget limitations, the requested amount may not necessarily be granted in full.)

Description of Anticipated Expenses: _____

Control Group Members Requesting Reimbursement (Must be members of either EWRI/ASCE):

Substitutions/alternates are subject to the approval of staff and must be supplied in writing to the Standards Coordinator 30 days prior to the standards committee meeting date. Substitutions made after 30 days will not be authorized for reimbursement. Committee chairs/meeting organizers are advised to check with the attendees they list below 30 days prior to the meeting date to avoid any complications.

PURPOSE OF MEETING (use additional pages if necessary):

Please list all products the committee is working on and the status of each. You must be specific.

Please check one:

Committee Chair/Secretary will distribute agenda. (Please send a copy to EWRI Staff Contact)

Committee Chair/Secretary has attached a copy of the agenda for EWRI staff to distribute to members identified on *Committee Expense Authorization & Reimbursement Request form*.

Chair/ Meeting Organizer Signature: _____

By signing above you agree that the information provided above is correct and understand that if substitutions are needed, you will provide this information to the EWRI Standards Administrator 30 days prior to the meeting date.

Return the signed form to Autumn Richter, EWRI/ASCE, 1801 Alexander Bell Drive, Reston, VA 20191-4400. Fax: (703) 295-6371, Email: arichter@asce.org, Phone (703) 295-6063