### **SWE_Logo_Region_F_4C.jpg**

## Region F Expense Reimbursement Form

This form is to be used to request reimbursement for authorized SWE Region F Section expenditures. Reimbursement is contingent upon adequate funds remaining in the specified budget line. Please complete the information requested and *return it with electronic copy of receipts (PDF or photo only or forward receipts received by email) within* ***60 days*** *after the event* and no later than **June 15th** of this SWE Fiscal Year to the SWE Region F Treasurer at:

regionf.treasurer@swe.org

FY16 SWE Region F Treasurer is Elizabeth Peterson

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| --- |
| **Date of Request:** |
| **Name:**  |
| **SWE Section Name:** |
| **Make Check Payable to:**  |
| **Mail to Attention of:** |
| **Address:** |

All receipts must be legible and include the transaction date. **Only travel expenses** reimbursed are lodging, transportation (including baggage fees), and early bird conference registration fees up to the amount approved by the Conference Support committee or Region Governor.

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| --- | --- | --- | --- |
| **Description of Expense:** | **Date:** | **Amount:** | **Budget Line Item****(for Treasurer use):** |
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| **TOTAL TO BE REIMBURSED:** |  |  |

## [ ]  Please check here if you would like your reimbursement check to be used as a donation to the Society of Women Engineers Region F. Receipts must be submitted even if donating expenses. You will receive a letter thanking you for your donation and to use for tax purposes.

**For treasurer use:**

Pre-approved by officer contact: Date

Budget review by treasurer: Date

Account #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date