



CONTRACT FOR USE OF CHAPTER FUNDS TO ATTEND CONFERENCE/SEMINAR

I, _____, do hereby agree to attend _____

(name)

(conference/seminar)

_____ in _____ on _____

(city, state)

(inclusive dates)

Because I am representing APIC-SEW and using APIC-SEW funds, I agree to attend the conference/seminar in its entirety or the sessions specified: _____

If I am unable to attend due to an extreme emergency, I will notify the APIC-SEW President or President-Elect as soon as possible so that an alternate may be found. If an alternate cannot be found, the APIC-SEW Board of Directors will determine what, if any, funds I will be required to refund to APIC-SEW.

After attending, I agree to submit a written conference/seminar report to the APIC-SEW Board of Directors within thirty (30) days. This report will be retained by the President and Secretary. The report will summarize the conference/seminar and will highlight important issues that may affect Chapter policy or that are of general interest to the membership. I also agree to make an oral presentation, which parallels the written report, to the general membership at the discretion of the Board. This oral report will occur not more than ninety (90) days following attendance at the conference/seminar, and will take place at a regular APIC-SEW meeting or another mutually-agreed upon time.

- I also agree: 1. that my employer is aware that I will be attending the conference/seminar;
2. that the conference/seminar expenses paid by APIC-SEW are not and will not be reimbursed by my employer or any other organization or source; and
3. to submit a Conference/Meeting Expense Form attached to the conference/seminar brochure showing the estimated funds needed; and
4. to submit to the APIC-SEW Treasurer within fourteen (14) days after returning from the conference/seminar an APIC-SEW Conference/Meeting Expense report with original receipts supporting the amount of funds provided by APIC-SEW.

APIC-SEW agrees to provide a maximum of \$_____ which may be used for any of the following documented conference/seminar expenses: registration, travel, educational materials, lodging, and/or meals. Payment will be made by the APIC-SEW Treasurer to the applicant within fourteen (14) days of receipt of required documentation.

Signatures:

Applicant _____ Date _____

President or President-Elect _____ Date _____

Treasurer or a Director _____ Date _____