



SouthEastern Wisconsin Chapter

REQUEST FOR FUNDING TO ATTEND CONFERENCE/SEMINAR OR MEETING

Instructions: This form must be completed in its entirety and submitted to the APIC-SEW Board of Directors at least 30 days prior to the conference/seminar or meeting registration deadline. Attach a copy of the conference/seminar/meeting brochure, and other documents as listed in APIC-SEW Policy #D.07. Except in extraordinary circumstances, reimbursement is made after attendance at the conference/seminar.

DATE OF REQUEST	REQUEST TYPE (Check One)	<input type="checkbox"/> Conference/Seminar
	<input type="checkbox"/> Meeting	
NAME	TITLE	
INSTITUTION		
ADDRESS		
PHONE NUMBERS	(Work)	(Home) ()
TITLE OF CONFERENCE/SEMINAR OR MEETING		
Start Date	End Date	
Travel Dates		
Sponsoring Organization		
Location: City	State	Facility
REASON FOR ATTENDING AND EXPECTED BENEFIT TO CHAPTER		

EXPENSES	ESTIMATED	ACTUAL
Registration Fee	\$	\$
Materials/Books	\$	\$
Travel <input type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Bus <input type="checkbox"/> Auto Mileage: est _____ actual _____	\$	\$
Local Transportation <input type="checkbox"/> Shuttle <input type="checkbox"/> Cab	\$	\$
Parking	\$	\$
Lodging # Nights _____ @ rate + tax _____	\$	\$
Meals # Days _____ @ ≤\$50/day	\$	\$
TOTAL	\$	\$

APPLICATION APPROVED BY B.O.D. in the amt of \$ _____
 Minus Direct Payments \$ _____

Date: _____ Pres/Pres-Elect _____

EXPENSES APPROVED in the amount of \$ _____
 Minus Cash Advance \$ _____

Date: _____ Treas/Director _____

RECORD OF CHECKS
 Net Due Member \$ _____