Knowledge for Creating
and Sustaining
the Built Environment

PHILADELPHIA CHAPTER CSI REIMBURSMENT FORM

Date:_____

The following expenses were incurred by the undersigned on Chapter business on/from

_____ in order to attend (check one)

(___) Institute Convention (___) Region Conference (___) L. O. S. (___) Committee Meeting

Registration Fee	$_____
Transportation – Air or rail	$_____
Mileage: _____miles @ $0.14	$_____
Lodging (Room Charge)	$_____
Meals	$_____
Other (attach separate sheet to explain)	$_____
TOTAL	**$**_____

The following are required for reimbursement:

Institute Convention (___) Attendance at Region Caucus
(___) Attendance at Member Forum/Annual Meeting
(___) Article for Index on one Institute Convention session
Regional Conference (___) Attendance at Member Forum (Region Business Meeting)
L.O.S (___) Member Forum
Education sessions: Attendance at 50% are required for reimbursement – please list

1. _____ 5. _____
2. _____ 6. _____
3. _____ 7. _____
4. _____ 8. _____

Attached are copies of:

(__) Registration Form (__) Transportation receipts (__) Hotel Receipts (__) Other Receipts

I certify that the funds have not been paid for by other sources and that the above expenses are correct.

Signed _____ Print Name _____

Address _____

Return this form and required attachments not later than 45 calendar days after event To: Mark Kennedy c/o CSG, Inc., 301 Oxford Valley Road, Suite 104A, Yardley, PA 19067. Phone 215-321-5300

Approved By: _____date_____

05/01/2006