SWE Region G travel grant application for WELocal

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **SWE Role** |  |
| **Email** |  | **Phone Number** |  |
| **SWE Section** |  | **SWE Member #** |  |

**Which WELocal event(s) are you planning to attend? (you may check more than one)**

|  |  |
| --- | --- |
|  | **Tulsa – January 26-28, 2018** |
|  | **Phoenix – February 23-25, 2018** |
|  | **Milwaukee – March 9-11, 2018** |
|  | **Portland – April 6-8. 2018** |
|  | **Providence – April 20-22, 2018** |

**ESTIMATED EXPENSES**

|  |  |  |
| --- | --- | --- |
| CATEGORY | SUB CATEGORY | AMOUNT |
| TRANSPORTATION | AIRFARE | $ |
|  | TAXI/UBER | $ |
|  | MILEAGE (14 cents per mile) | $ |
|  | VEHICLE RENTAL | $ |
| HOTEL/LODGING |  | $ |
| CONFERENCE FEES |  | $ |
| TOTAL (please sum the amounts) | | $ |

**ESTIMATED FUNDING AND SOURCES**

|  |  |
| --- | --- |
| SOURCE | AMOUNT |
| COMPANY OR UNIVERSITY | $ |
| SWE SECTION | $ |
| OTHER – PLEASE EXPLAIN | $ |
| TOTAL (please sum the amounts) | $ |

**HOW MUCH ARE YOU REQUESTING FROM REGION G?**

|  |  |
| --- | --- |
|  | AMOUNT |
| REGION G FUNDING REQUESTED (LIMIT $250) | $ |

Deadline for 2018 WELocal Travel grant applications is 11:59 pm on Tuesday, January 30, 2018. Submit applications to the Region Treasurer ([Region\_G\_Treasurer@swe.org](mailto:Region_G_Treasurer@swe.org)) with a copy to the Region G Governor ([Governor-G@swe.org](mailto:Governor-G@swe.org)).

**Fill this out and submit this portion of the form after you return from the trip**

SWE Region G travel EXPENSE FORM

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** |  | | **Date** |  | |
| Address where you would like the check mailed: | |  | | |

**Which WELocal event(s) did you attend?**

|  |  |
| --- | --- |
|  | **Tulsa – submit expense report by February 28, 2018** |
|  | **Phoenix – submit expense report by March 28, 2018** |
|  | **Milwaukee – submit expense report by April 11, 2018** |
|  | **Portland – submit expense report by May 11, 2018** |
|  | **Providence – submit expense report by April 22, 2018** |

**EXPENSES**

|  |  |  |
| --- | --- | --- |
| CATEGORY | SUB CATEGORY | AMOUNT |
| TRANSPORTATION | AIRFARE | $ |
|  | TAXI/UBER | $ |
|  | MILEAGE (14 cents per mile) | $ |
|  | PARKING | $ |
|  | VEHICLE RENTAL | $ |
| HOTEL/LODGING |  | $ |
| CONFERENCE FEES |  | $ |
| TOTAL (please sum the amounts) | | $ |

**HOW MUCH IS BEING REIMBURSED BY REGION G?**

|  |  |
| --- | --- |
|  | AMOUNT |
| REGION G FUNDING ALLOTMENT | $ |

All receipts for reimbursable expenses should be sent along with this form. Electronic versions of receipts (scans, PDF, images) are acceptable. Submit the expense form and receipts to the Region G Treasurer ([region\_G\_treasurer@swe.org)](mailto:region_G_treasurer@swe.org)) with a copy to the Region G Governor (governor-G@swe.org). Deadline for expense reports is 30 days after the event. Late expense reports will not be accepted.