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) with a copy to the Region G Governor (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) 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.