



Wisconsin Section

American Water Works Association

EXPENSE REIMBURSEMENT FORM

Circle the expense account the reimbursement should be applied to:

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| 6020 - Board of Trustees | 6150 - Committee: Management | 7115 - Annual Conf - MAC Night |
| 5010 - Student Chapters | 6160 - Committee: Membership | 7126 - Annual Conf - Water Taste Test |
| 5011 - AWWA Board Meeting - Director | 6170 - Committee: Newsletter | 7210 - Seminar: Water Efficiency |
| 5011.1 - AWWA ACE Conference - Director | 6200 - Committee: Image and PR | 7215 - Seminar: Treatment Ops (GW) |
| 5012 - AWWA Membership Summit | 6205 - Committee: Communications | 7220 - Seminar: Communicatons |
| 5014 - AWWA Regional Officer's Meeting | 6210 - Committee: Research | 7225 - Seminar: Information Technology |
| 5020 - AWWA YP Summit | 6230 - Committee: Small Systems | 7230 - Seminar: Customer Service |
| 5021 - AWWA Summer Meeting | 6250 - Committee: Treatment Ops | 7235 - Seminar: Distribution |
| 6030 - Committee: Audit and Finance | 6261 - Committee: WI Water for the World | 7245 - Seminar: Regulatory Affairs |
| 6040 - Committee: Awards | 6265 - Committee: Water Efficiency | 7255 - Seminar: Management |
| 6050 - Committee: CLEAR | 6270 - Committee: Young Professionals | 7260 - Seminar: Treatment Ops (SW) |
| 6060 - Committee: Customer Service | 6275 - Committee: WisWARN | 7265 - Seminar: Engineering and Constuction |
| 6070 - Committee: Distribution | 7030 - National Meet and Greet at ACE | 7280 - Joint Expo |
| 6091 - Committee: Youth Ed | 7051 - National Hydrant Hysteria at ACE | 7285 - Research Needs Workshop |
| 6111 - Committee: Regulatory | 7055 - National Meter Madness at ACE | 7300 - CLEAR Training Sessions |
| 6120 - Committee: Information Technology | 7057 - National Water Taste Test at ACE | 7401 - Scholarships - 5K shirts and supplies |
| 6140 - Committee: MAC | 7058 - National Tapping Contest at ACE | 7402 - Scholarships - MAC Raffle Item |
| 6141 - Committee: Engineering & Construct | | 8550 - Wisconsin Water for the World Trip |

If account is unknown, list specifics here: _____

Date of expense: _____

Amount of expense: _____

Purpose of expense: _____

Check should be made out to: _____

Address for mailing: _____

All receipts and invoices appropriate to this request are attached, I certify that I have incurred the expenses listed above on behalf of the Wisconsin Section of the American Water Works Association, and I am requesting reimbursement as specified above.

Signed: _____ Dated: _____

Use the WIAWWA tax exempt number **CES #9906** when making purchases.
 Requests will be presented as part of the financial report to the Board of Trustees, if needed.
 Reimbursement checks will be cut as soon as possible.

Please send this form to:
 Jill Duchniak, Member Services Coordinator
 P.O. Box 635
 Oak Creek, WI 53154
 Or by fax at 414-423-7011
 Or by email to Jill@wiawwa.org

The Operations Manual States:
 WIAWWA will reimburse all necessary and reasonable expenses incurred by volunteers, and speakers/trainers conducting approved WIAWWA business if the Board of Trustees has pre-approved expense reimbursement for those volunteers and/or speakers/trainers. This includes all costs associated with attendance at meetings on behalf of the Association where the Board of Trustees has pre-approved expense reimbursement.

WIAWWA requests all receipts with a dollar value of \$5 or more be submitted for reimbursement.
 This WIAWWA expense reimbursement form must be submitted with accompanying receipts no later than 30 days after the event takes place. WIAWWA will provide lunch for committee members if a scheduled committee meeting extends into the lunch hour. WIAWWA does not reimburse travel, lodging or other meal expenses for committee meetings. Speaker honorariums for presentations at the Annual Conference or at other seminars must be approved by the Board.

If you have any questions, please contact the WIAWWA Treasurer, Annette Stenzel, via email at astenzel@water.oak-creek.wi.us.