

Beverley Bardwell Fund Pre-Approval Form

Fill out the entire form and submit to Beta Omega president, Karen Jones, for approval prior to attending the conference or convention. It is advisable to make a copy for your records.

Name: _____

Address: _____

Phone: (____) _____ E-Mail: _____

Event attending (circle one): Other: _____

Pi State Convention/Seminar

CTAUN

Regional Conference

Seminar in Purposeful Living

US Forum

International Convention

Location: _____ Dates: _____

ESTIMATED EXPENSES:

Registration Fee: \$ _____

Convention Meals: \$ _____

Society Sponsored Events: \$ _____

Hotel Block rate	x number nights	Total Hotel Cost
\$	x	=

Mileage	Total Reimbursement
	x \$0.545 =

Plane/Train/Bus: \$ _____

Non-Convention Meals: \$ _____
Should not exceed \$75/day

Other Costs (Specify): \$ _____

TOTAL ESTIMATED EXPENSES: \$ _____

Is anyone else traveling with you to this event? _____ If yes, please explain:

REIMBURSEMENT: Within 45 days of return, submit photocopy of registration and ALL receipts to the chapter president. The president will sign and submit the documentation to the Bardwell Treasurer for reimbursement.

_____ Approved _____ Denied because: _____

Chapter President Signature

Date

PLEASE NOTE: Expenses will be covered for **members of Beta Omega only.**

All Pre-Approval forms must be sent to:

Karen Jones
8 Holly Lane
Latham, NY 12110