

**AMERICAN CONTROL CONFERENCE 2013**  
**Student Expense Report Form**

1. Name:
2. Send check to following address:
  - a.
  - b.
  - c.
  - d.
3. Society membership (IEEE, ASME or neither):
4. Member number:
5. Registration cost:
  - a. Registration level (student or regular, member or non-member, advance or onsite):
6. Airfare (reimbursement for economy only) Total cost:
  - a. Departure:
    - i. Originating city, date and time:
    - ii. Destination city, arrival date and time:
  - b. Return:
    - i. Originating city, date and time:
    - ii. Destination city, arrival date and time:
7. Hotel - total room charges (i.e., room, room tax and room fees, total):
8. Taxis, shuttles, trains, Metro (please indicate what local transportation methods you used and total cost):
9. Have you received reimbursement from another source for any portion of this trip? If yes, please list source and amount:

Receipts are **required** for items 5-8 above  
**No reimbursement can be made without receipts**

**Signature and date:**