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: