REIMBURSEMENT FOR ATTENDING
IMPACT MANAGEMENT TRAINING CLASSES

Attention All Local #1 Employers
Special Offer re IMPACT Management Classes

From time to time, IMPACT offers management training courses for company personnel. Generally there are no registration fees for the classes, thanks to IMPACT, but participants must sign up in advance (first come, first served).

As an additional incentive, the Associated Steel Erectors Industry Promotional Fund will reimburse out-of-pocket costs incurred by employees attending the IMPACT management training classes, including:

- Transportation: roundtrip airfare or mileage @ $.58 per mile
- Hotel room (see list below)
- Per Diem: $50 per day for meals and other expenses

Program Requirements:
1. Register for the class, using the online links provided by IMPACT
2. Reserve hotel room per IMPACT instructions
3. Receive pre-approval from the Promotional Fund (email staff@asemail.org)
4. Send the following form to the Promotional Fund within 60 days of successful completion of the class

Please contact our office if you have any questions.

Perry Doubt, Executive Director
ASE Promotional Fund
119 E Van Buren Street
Elmhurst IL 60126

Phone: 630-530-7560
staff@asemail.org
ASE Promotional Fund

IMPACT Training Class Reimbursement Request

All applications must be submitted to the Industry Promotional Fund within 60 days of completion of the IMPACT management class or program.

I hereby apply for reimbursement of travel and out-of-pocket expenses for attending the following IMPACT management training classes:

Program(s)____________________________________________________
Date(s)_____________________________________ Location__________________________

Please reimburse me for the following expenses:

Transportation
(A) Airfare ($___________) or (B) Mileage ____ @ $.58 mile $____________________

Hotel Room Charges (do not include meals or any other extra fees) $____________________

Per Diem: ____ days @ $50 to cover meals and other expenses $____________________

Total Requested $____________________

Attachments. The following must be enclosed with this Reimbursement Request:

(1) Proof of registration or attendance

(2) Copies of hotel and airfare receipts.

Signature_________________________________________________ Date________________________

Name__________________________________________ EMail__________________________

Mailing Address __________________________________________________________________________________

Work Phone_____________________________________ Cell Phone_____________________

Employer_______________________________________________________________________________________

Submit this form and the required documentation by mail, email or fax, to ASE Industry Promotional Fund, 119 E Van Buren St., Elmhurst, IL 60126 (info@asemail.org)