



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.

Jay Lyon, Executive Director
ASE Promotional Fund
3759 N. Ravenswood Ave., #129
Chicago, IL 60613

Phone: 773-688-8847
staff@asemail.org



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**Submit within 60 days
of completing classes**

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 or email, to
ASE Industry Promotional Fund, 3759 N. Ravenswood Ave., #129 Chicago, IL 60613 (staff@asemail.org)