SMARCA, INC.

6200 Shingle Creek Pkwy, Suite 130, Brooklyn Center, MN 55430

REQUEST FOR REIMBURSEMENT

SMACNA Annual Convention & Educational Seminars

Policy:

SMARCA/SMACNA Members are eligible for the following reimbursements from SMARCA:

1. SMACNA Annual Convention reimbursement:
   a. Reimbursement of single member registration (spouse registration excluded).*
   b. Up to two (2) registrant reimbursements per contributing company per year.
   c. The below Education reimbursement request may be made in addition to and in conjunction with your Convention reimbursement request.

2. SMACNA Education Seminar reimbursement:
   a. Up to $1,500 per employee with a $3,000 maximum per company per year.*
   b. Seminar attendance is required.

* Total of both SMACNA Annual Convention & Education Seminar reimbursements may not exceed 50% of the company's previous calendar year Local Industry Fund contribution.

Please do not submit request for reimbursement until AFTER the event has been completed, as submission serves as your attestation of attendance. Submit completed form to Mary Weigel at mary@smarca.com

Contact Person: _____

Contact Phone: _____

Check payable to: _____

Remit address: _____

CONVENTION

	Registrant names:	Registration Fee
1.		
2.		
	Total Convention Reg Fees	$ 0.00

EDUCATION SEMINAR

	Registrant names:	Registration Fee (Max $1,500/employee)
1.		
2.		
	Total Education Seminar Fees	$ 0.00

Total Convention & Educational Seminar Fees to be reimbursed **$** 0.00