



ASHRAE
DISTINGUISHED LECTURERS PROGRAM

FOR OFFICE USE
Receipts attached
14-day Advance Purchase

DISTINGUISHED LECTURER SUMMARY REPORT

To All ASHRAE Distinguished Lecturers: The CTTC DL Subcommittee will use this feedback to track DL visits and budget constraints. Completion and submittal of this form is an essential part of your performance and continuance in the program.

Name:
Email:
Address:
Phone:
Lecture Date:
Travel Dates:
Multi-Chapter Visit:
Host Chapter/Chapter(s) Visited:

- 1. Lecture Topic:
2. Additional Comments. To assist ASHRAE in continuously improving the quality of the Distinguished Lecturers Program, your comments and feedback are very important to us. Please provide a brief assessment of the program below. Thank you!

A/V provisions for the meeting:
Transfer to/from airport:
Hotel accommodations:
Other:

TRANSPORTATION – Allocated Visits Only (Please attach receipts for all listed expenses)

1. Air Travel \$
2. Automobile Rental \$
3. Private Vehicle Miles The rate will be the most recently approved IRS mileage rate. To be filled in by Headquarters. \$
4. Other Modes of Transportation (Bus/Train/Boat) \$
5. Visa \$
Total Reimbursement USD CND \$

Complete form, attach receipts, and send it within 14 days of completion of lecturer visit to: chapterprograms@ashrae.org

Signature:
Date: