

Application Procedure for ASM Peoria Chapter Membership

OPTION 1: APPLY ON LINE

Step 1: Access ASM International website:

<http://asmcommunity.asminternational.org/portal/site/www/MemberNetworking/ASMMembership/MemberBenefits/>

Step 2: Follow the instructions on the website to complete the online application form and pay online with your personal credit card. Print out your confirmation receipt.

OPTION 2: FILL OUT APPLICATION FORM

Step 1: Download, print, and fill out the ASM membership application form:

<http://www.asminternational.org/images2/2006memberapp.pdf>

Step 2: Fax or mail the completed form to ASM International and get your receipt through the mail. The fax number and mailing address are listed at the bottom of the application form.

Application Procedure for Caterpillar Employees

If you are a Caterpillar employee, you are entitled to a 50% reimbursement of your basic ASM individual membership and initiation fee with your supervisor's approval. Additional publications purchased are not included in Caterpillar's reimbursement policy. Refer to the following policies:

For T&SD employees, refer to T&SD policy regarding Dues:

<http://tsd.cat.com/etsd/index.cfm?fuseaction=view.art&id=11155>

For all employees, refer to page 37 of Caterpillar Global Travel Policy regarding Individual (Non-Corporate) Memberships:

<https://gfssd.cat.com/cda/components/securedFile/displaySecuredFileServletJSP?fileId=453630&languageId=7&portal=1>

OPTION 1: REIMBURSEMENT THROUGH GLOBAL TRAVEL REPORTING

Step 1: Apply online or with the application form. Caterpillar employees may use their CAT corporate VISA card when paying online.

Step 2: Get 50% reimbursement through GTR: Fill out and submit a GTR for reimbursement, changing the Accounting Override from Account 2258 (travel) to 2217 (dues/subscriptions). Enter only 50% of the actual payment since membership dues are reimbursed for only 50%.

OPTION 2: SUBMIT PAYMENT THROUGH CATERPILLAR EXPENSE VOUCHER

Step 1: Print and fill out the ASM membership application form.

Step 2: Write a check to Caterpillar Incorporated. The payment amount will be half of the basic membership fee and initiation fee.

Step 3: Print out and fill in the Caterpillar membership reimbursement form 01-084720-05 (C602) entitled Membership Dues, Subscriptions, or Initiation Fee. An editable version is available here:

http://www.asm-afs-peoria.org/resources/docs/20081008_asm_cat_reimbursement_form-196.xls

Submit the ASM membership application form, the check, and the Caterpillar membership reimbursement form to your division secretary for processing.