

Expenses:

Hotel _____ \$ _____

Mileage _____

Airfare _____ \$ _____

Approval by Official's Chair: _____ Date _____

Signature of Requesting Official: _____ Date _____

Send to – amodio@vassar.edu

Forms must be received one month after the meet

RATES OF REIMBURSEMENT:

- **Zone Meet** up to \$200
- **Sectional Meet** up to \$200
- **NCSA Meet** up to \$400
- **Jr. Nationals** up to \$500
- **Sr. Nationals & Open** up to \$500
- **Arena Pro Series** up to \$400

LIST OF APPROVED DOCUMENTS FOR PROOF OF TRAVEL EXPENSES FOR CHAMPIONSHIP MEET TRAVEL REIMBURSEMENT

- Hotel receipts from venue area / city and within date range of the meet
- Receipts or ticket stubs for air fare, train or bus to / from city of meet venue
- Mileage – include a map quest or similar travel program to support mileage from official's home to city of meet venue. Mileage will be reimbursed at IRS federally approved mileage rate. Please list any toll related expense.
- Meal receipts (meal expense up to \$25 per day will not require a receipt)

The requirement for proof of travel expense is to protect Metropolitan Swimming Inc. and the Officials receiving the travel reimbursement