

Florida Gold Coast Swimming Volunteer Reimbursement Request

For reimbursement, submit this form and all invoices and original receipts. No fax copies will be accepted. Use a separate form for each program.

Expenses submitted later than 60 days will not be reimbursed.

Mail directly to:
Richard Cavanah
Florida Gold Coast Swimming
951 U.S. Hwy. #1
North Palm Beach, FL 33408

Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone #: _____

Reimbursement requested as follows:

Telephone	\$ _____	Other (detail specifics):
Postage	_____	_____
Duplicating	_____	_____
Supplies	_____	_____
Travel Expenses:		
Airfare	_____	_____
Ground	_____	_____
Hospitality	_____	_____
Other	_____	
Total Request:	\$ _____	

The above expenses were incurred carrying out duties for the program of : _____
_____ or USA Swimming.

Date: _____ Signature: _____

FGC Board of Directors, Reviewed by: _____

- A. Reimbursement for out-of-pocket expenses is made on those occasions where it is necessary for authorized individuals to spend their own funds.
- B. Prior authorization for reimbursement must be given by the FGC Board of Directors.
 - 1. All requests must be submitted on the Volunteer Reimbursement Request (VRR).
 - 2. Receipts for all expenditures must be attached; copies of telephone bills with relevant calls highlighted will be accepted.
 - 3. Completed VRR must be sent directly to the FGC Treasurer and must be signed by the individual incurring the expenses.
 - 4. The VRR must include the name of the program or committee to which the expenses will be charged.
- C. In 2011, volunteers will be reimbursed 51.0 cents per mile for the use of a personal vehicle over 50 miles total.
- D. Reasonable parking fees at an airport shall be reimbursed.
- E. The expenses of the Board of Directors attending the annual Aquatics Convention shall consist of airfare based on round trip cost, lodging for nights during Convention and \$50 per day for days attending convention.
- K. Changes in travel plans that result in increased airfare will be the responsibility of the traveler unless the increase is due to a change mandated by USA Swimming. Payment must be made to USA Swimming to cover these costs before the revised ticket will be issued.
- L. Airfare is based on round trip travel from one's principal residence.

Revised 01/11