

**2008 Travel Reimbursement Request Form
DUE: 12/20/08**

Note: Partial travel reimbursement is a privilege that Team Somerset may or may not be able to offer, depending on available funds. It is neither a right of membership, nor a promise of any monetary return. By signing this form, you understand and accept this and that reimbursement policy may change at any time. You must sign this form to be considered for reimbursement.

Name: _____

Signature: _____

Date: _____

Date(s)of Competition	Event Name	City/State	Registration Paid	One-Way Driving Distance (Miles)	Air Travel	Number of Hotel Nights	Total Approved Points (For Treasurer Use)

Instructions:

- Refer to the Rider Payout Policies manual for full instructions.
- Registration Paid: This will be used to provide additional payout if there are funds left after travel is paid.
- One-Way Driving Distance: Only list the miles driven to get to the event. Treasurer will make adjustment for return trip.
- Air Travel: Only put any entry here if you traveled by plane. Note if travel was one-way or round-trip.
- Hotel: Only list dates REQUIRED by the competition.
- Total Approved Points: Do not write in this column.
- Signature: If form is submitted electronically, entering your name again in the cell next to "Signature" will be considered your electronic signature.

Complete and return this form by 12/20/08 to:

Dottie Saling
44 North Avenue
Bridgewater, NJ 08807