

2011 Travel Reimbursement Request Form

DUE: 12/20/11

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's Use)

Instructions:

- Registration Paid (Entry Fees): 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: 10 pts / 1 way air travel, 1 pt / 100 mile driving, 1 pt / each night of necessary hotel stay
- Signature: If form is submitted electronically, entering your name again in the cell next to "Signature" will be considered your electronic signature.

Completed forms must be received by 12/20/11 to:
 Dottie Saling, 44 North Avenue, Bridgewater, NJ 08807

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.