REQUEST FOR REIMBURSEMENT

PACIFIC MASTERS SWIMMING

For meet officials who travel more than 40 miles from personal residence to meet site

Officials Name: _____ **DATE:** _____

SEND REIMBURSEMENT TO:

_____

_____

MEET TITLE: _____

MEET DATES: _____

DAYS WORKED: **Check One:**

One Day _____
Two Days _____
Three Days _____

Mileage Expense:

Total mileage to and from meet: _____ **@0.40 cents per miles** $ -

Lodging Expense:

Lodging expense will be reimbursed for the cost, not to exceed $75 per night, including tax.

One Day	**none**	NONE
Two full days	**one night's lodging**	_____
Three full days	**two night's lodging**	_____
Deck officials that travel 150 miles from their personal residence to the meet site and work all three days	**three night's lodging**	_____
	TOTAL REIMBURSEMENT DUE:	**$ -**

Head Referee's signature: **Meet Director's signature:**

Or e-mail form to Referee and Meet Director for approval.

_____ _____

Mail e-mail or give this form and attached receipts to:

Kildine Harms
Pacific Master Treasurer
152 Cragmont Drive
Walnut Creek Ca 94598
treasurer@pacifimasters.org

----------*For Office Use Only*----------

APPROVED/DENIED BY: _____ ***DATE:*** _____

Treasurer