



KSC Travel Reimbursement Request

Use this form to request reimbursement for KSC-sponsored away meets which reasonably require overnight accommodations (multiple-day meet or one-day meet that is at least 250 miles round-trip from Homer) from AK Swimming and/or your swimmer's Aqua-Thon account.

Swimmer Name: _____

Name of meet, dates of competition and location: _____

Transportation:

- **Plane** - reimbursable up to 100% (Coach fare; Swimmer only; provide receipt): \$ _____
- **Rental Car or Taxi** – reimbursable up to \$20/swimmer/day (provide receipt): \$ _____
- **Personal Vehicle Mileage** – reimbursable at \$100/vehicle (minimum 250 mile round trip; provide names of driver and passengers): \$ _____

- **Other** (i.e. ferry, train) – reimbursable up to 100% (Economy fare; Swimmer only; provide receipt): \$ _____

Lodging: - reimbursable up to \$50/swimmer/day (provide receipt): \$ _____

Total reimbursement request: (sum of above line items) \$ _____

Disbursement of funds: This form along with required documentation is due to the KSC treasurer no later than 3 weeks after the event's conclusion. KSC treasurer will reimburse swimmer's family no later than 12 weeks after the event's conclusion as follows:

- AK Swimming (ASI) travel reimbursement to KSC (when applicable) divided by # of participating KSC swimmers: (For KSC Treasurer use) \$ _____
- Remaining approved expenses listed above, not to exceed the (Total reimbursement request minus ASI travel reimbursement) nor to exceed available funds in the swimmer's Aqua-Thon account. (For KSC Treasurer use) \$ _____

Name of person submitting request

Signature

Date