## GULF SWIMMING EXPENSE ACCOUNT FORM 2022

Name - Last, First MI						
Street Address					From Date	
City State Zip				To	To Date	
Purpose of Ex	penditure/Busin	ess				
DATE PLAC			DESCRIPTION OF EXPENSE		AMOUNT	
			PER DIEM (\$ per day ) x	NIGHTS =		
Date	No. in party	Persons of	entertained - name, title, affiliation/team Business			
	βαιτγ					
	I					
To the bost of	my knowlodgo	all of the	above information is true and correct.			
				D 4 T C		
SIGNATURE_				DATE		

- 1. Receipts for all expenditures must be attached. There will be no reimbursements for undocumented expenditures. The only exception is for mileage, which is reimbursed at the current IRS allowance (\$0.58.5/mile for 1/1/2022 6/30/2022 or \$0.62.5/mile for 7/1/2022 -12/31/2022).
- 2. For authorized travel, reimbursement is at the per diem (Per Diem Policy, page 7-6).
- 3. Other expenses, stamps, awards, etc., must be authorized by the Finance Vice-Chair or the General Chairman.
- 4. Per Diem days are counted based upon the number of nights.
- 5. Email form and all receipts to gulftreasurer@gmail.com or mail form, along with all receipts to:

**Gulf Swimming** 

Tom Hasz

1911 Shadow Forest Drive

Katy, TX 77494