

**APPENDIX A-2**

**ATHLETE TRAVEL REIMBURSEMENT FORM**

ATHLETE NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

USA SWIMMING REG# \_\_\_\_\_ PHONE: \_\_\_\_\_

PAY TO ORDER OF NAME FOR CHECK: \_\_\_\_\_

SEND CHECK TO ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

CLUB: \_\_\_\_\_ COACH: \_\_\_\_\_

NAME OF MEET: \_\_\_\_\_ DATE(S): \_\_\_\_\_

MEET LOCATION: \_\_\_\_\_

Fill in Reimbursement Request below. Write Ref# on receipt. List each meal separately, include date.

| <u>Ref#</u> | <u>Description</u>                           | <u>Amount Claimed</u> |
|-------------|--|-----------------------|
| 1           | Commercial travel Air/Train/Bus              | _____                 |
| 2           | Personal Auto Travel _____miles @ \$.30/mile | _____                 |
| 3           | Lodging from _____ to _____                  | _____                 |
| 4           | _____  | _____                 |
| 5           | _____  | _____                 |
| 6           | _____  | _____                 |
| 7           | _____  | _____                 |
| 8           | _____  | _____                 |
| 9           | _____  | _____                 |
| 10          | _____  | _____                 |

XXX Carry over amount from attached sheet(s) if required \_\_\_\_\_

TOTAL REQUESTED: \$ \_\_\_\_\_

Required Attachments: Meet results (pages with your name/results), proof of 15 swims in NM during the season as outlined in Rules and Regulations 11.4 and all receipts.

**SUBMIT TO NMSI TREASURER WITHIN THIRTY (30) DAYS AFTER EVENT.**

NMSI will reimburse swimmers the amount allowed by the "New Mexico Swimming Rules and Regulations Manual Section 11.0." Information is available on the NMSI web site: [www.nmswim.org](http://www.nmswim.org).

**I certify the above requested amounts are valid costs incurred traveling for the listed meet, and are not being reimbursed from any other source.**

Date: \_\_\_\_\_

Signature of Traveler: \_\_\_\_\_

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SWIMMERS NAME: \_\_\_\_\_ TRAVEL DATES: \_\_\_\_\_

| <u>Ref#</u> | <u>Description</u> | <u>Amount Claimed</u> |
|-------------|--------------------|-----------------------|
| 11          | _____              | _____                 |
| 12          | _____              | _____                 |
| 13          | _____              | _____                 |
| 14          | _____              | _____                 |
| 15          | _____              | _____                 |
| 16          | _____              | _____                 |
| 17          | _____              | _____                 |
| 18          | _____              | _____                 |
| 19          | _____              | _____                 |
| 20          | _____              | _____                 |
| 21          | _____              | _____                 |
| 22          | _____              | _____                 |
| 23          | _____              | _____                 |
| 24          | _____              | _____                 |
| 25          | _____              | _____                 |
| 26          | _____              | _____                 |
| 27          | _____              | _____                 |
| 28          | _____              | _____                 |
| 29          | _____              | _____                 |
| 30          | _____              | _____                 |

TOTAL THIS PAGE: \$ \_\_\_\_\_

Write this amount in space provided on page one