

# Florida Gold Coast Swimming Volunteer Reimbursement Request (VRR)

For reimbursement, submit this form and all invoices and original receipts.  
Use a separate form for each program.

**Expenses submitted later than 60 days will not be reimbursed.**

Mail directly to: <b>Richard Cavanah</b> Florida Gold Coast Swimming 951 U.S. Highway #1 North Palm Beach, FL 33408	- OR -	Email to: <b>Richard Cavanah</b> NPBCoach4@aol.com
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Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

**Reimbursement requested for personal expenses of behalf of Florida Gold Coast**

Detail Specifics:

Meals/Food	\$ _____	_____
Postage	_____	_____
Official's Background Check Exp.	_____	<u>Submit copy of receipt with this VRR</u> _____
Travel Expenses:		
Airfare	_____	_____
Ground	_____	_____
Hospitality	_____	_____
Other	_____	_____
<b>Total Request:</b>	<b>\$ _____</b>	

The above expenses were incurred carrying out duties for the following program:

\_\_\_\_\_ or USA Swimming.

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

FGC Board of Directors, Reviewed by: \_\_\_\_\_

- A. Reimbursement for out-of-pocket expenses is made on those occasions where it is necessary for authorized individuals to spend their own funds.
- B. Prior authorization for reimbursement must be given by the FGC Board of Directors.
  - 1. All requests must be submitted on this **Volunteer Reimbursement Request (VRR)**.
  - 2. Receipts for all expenditures must be attached; copies of telephone bills with relevant calls highlighted will be accepted.
  - 3. Completed VRR must be sent directly to the FGC Treasurer and must be signed by the individual incurring the expenses.
  - 4. The VRR must include the name of the program or committee to which the expenses will be charged.
- C. In **2021**, volunteers will be reimbursed **56 cents per mile** for the use of a personal vehicle over 50 miles total.
- D. Reasonable parking fees at an airport shall be reimbursed.
- E. The expenses of the FGC Board of Directors, and other interested FGC non-athlete members in good standing, attending the annual United States Aquatics Convention (USAS) - shall consist of airfare based on round trip cost, lodging for nights at a rate for two attendees per room during Convention and \$50 per day for meals and incidentals for days attending Convention, including the days traveling to and from the Convention.

Revised 3/6/21