Florida Swimming

Championship Officials’ Reimbursement Request Form

Name: Click here to enter text.

Email: Click here to enter text.

Street: Click here to enter text. City/State/Zip Code: Click here to enter text.

Telephone: Click here to enter text.

Event Name: Click here to enter text.

Date: Click here to enter text. Position: Click here to enter text.

Transportation:

Airfare: $Click here to enter text.

Rental Car: $Click here to enter text.

Other Transportation (bus, taxi, Uber, etc): $Click here to enter text. Mileage: Click here to enter text. X $0.54 $Click here to enter text.

Reimbursed at the IRS prevailing standard mileage from home to the Pool and trips to/from pool and hotel.

Effective January 1, 2016, this rate is $0.54 per mile.

Lodging: $Click here to enter text.

Meals & Entertainment per diem: $Click here to enter text.

Officials shall be compensated based upon the prevailing Meals & Incidental (M&EI) per diem rate allowed under IRS rules for the location and date of the meet for all meals and incidental expenses not provided by the host team,

broken down to amounts for breakfast, lunch, dinner and incidental expenses.

A W-9 is not required for this reimbursement.

Incidental expenses (supplies, copies, etc.): $Click here to enter text.

# TOTAL: $Click here to enter text.

Signature Date

Please print, sign and route as noted below - deadline extended until February 5, 2016.

Send original form and receipts to:

Helen Kelly, Executive Director – Florida Swimming 214 E. Washington St., Suite B, Minneola, Florida 34715

Send copy to:

SEPlapp@comcast.net Revised: December 29, 2015