

**SOUTHEASTERN SWIMMING**  
**OFFICIALS' TRAVEL AND EXPENSE REIMBURSEMENT WORKSHEET**

**Only for Officials Attending their First National Meet**

Southeastern Swimming will make reimbursements to officials for expenses incurred when attending their first ever National meet, here defined as a National, Junior National or Open meet. Receipts are required to be submitted with the Reimbursement Worksheet.

**INSTRUCTIONS**

Please fill out the worksheet fully and completely. Be sure to attach all receipts. Deadline for submitting the reimbursement form is 20 August.

General information This form is for the person actually making a trip and/or incurring expenses on behalf of Southeastern Swimming. Please include the phone number and email where this person can best be contacted if there are any questions

Trip information is important as location and dates can impact reimbursement amounts and accounting.

***The Southeastern Officials' Committee has an annual budget for first time attendance at a national meet. Because it is a limited budget, do not expect to receive funds from this reimbursement request until the end of the fiscal year (August 31), and the Officials' Chair has a chance to review all requests for reimbursement. Also, if the Chair receives multiple requests, he or she will evenly divide up the reimbursement from the available funds, but may not cover the entire amount of the requests.***

The information below is to be used when filling out this request.

Private car use is paid on a per-mile basis. In lieu of a rate established by Southeastern Swimming, the per mile rate is determined by the IRS. This per mile rate reflects costs associated with using one's private vehicle, including gas, oil, and general wear and tear.

Rental Car charges reflect the actual cost of the rental plus gas.

Airline charges should include the cost of ticketing, baggage costs, and other carriage charges levied by the airline.

Shuttle service from the airport to the destination and return is included here. Any local transportation used during the trip (ie: a taxi to dinner) should be listed under "Miscellaneous Expenses".

Meal expenses can be claimed by submitting receipts for actual food purchased or on a per diem basis. The per diem rate is established by the IRS. If choosing the per diem method, simply note "Per Diem" in the Explanation column and the Treasurer will figure it out for you.

Lodging should be claimed only if you actually paid the hotel charge and are requesting reimbursement. Listing the total amount of the lodging on one date is acceptable.

Miscellaneous expenses can be part of a trip or can occur any time an individual spends money which is approved to be reimbursed by Southeastern Swimming. Be sure to list the amount(s) and explanation(s) and provide receipts.

Sign and date the report and send it to the Treasurer of Southeastern Swimming. Prompt submission will make it easier for the Treasurer to approve expense reimbursement and issue a check.



MEALS, LODGING, AND MISCELLANEOUS EXPENSES

DATE	LODGING	BREAKFAST	LUNCH	DINNER	MISC AMT	EXPLANATION OF MISC	TOTAL
TOTALS							

Receipts required for all reimbursements

*I certify that all information in this report is correct and accurately reflects legitimate expenses accruing to Southeastern Swimming.*

Signature of person preparing report: \_\_\_\_\_

Date of submission: \_\_\_\_\_

Send completed form and all supporting documentation to:

Walter Smalley  
 2911 Belfort  
 Germantown, TN 38138  
 by 20 August of the fiscal year.