**ALASKA SWIMMING**

**COACH MENTOR REIMBURSEMENT APPLICATION**

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| Alaska Swimming, through a grant from USA Swimming, pays for coaches to be mentored by other coaches in our LSC. Coaches traveling as part of this mentorship program are eligible for reimbursement for the following expenses.* Travel Expenses: airfare, care mileage, ferry, rental car, parking fees, baggage fees, shuttle fees
* Lodging: room cost
* Food: dining out, room service, coffee shop
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**Mentee Name and Club:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Mentor Name and Club:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates and Times of Travel:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount Requested:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Fill out spreadsheet on next page)

**Additional Information:**

Attach copies of payment receipts. You may scan and email this document along with receipts. The receipts must include the applicant’s name, vendor name, and price paid. **MUST BE ORIGINAL PAYMENT RECEIPTS.**

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| Person Submitting Request: | Mail Check To: |
| Name: | Name: |
| Address: | Address: |
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| Phone: | Phone: |
| Email: | Email: |

**Mail Application To:**

Wendy Kolberg, ASI Treasurer

13891 E Jersey Loop

Palmer, AK 99645

kolbergw@yahoo.com

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| **Date** | **Description** | **Amount** |
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|  | Total Requested |  |