**ALASKA SWIMMING**

**CONFERENCE REIMBURSEMENT APPLICATION**

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| Alaska Swimming pays for the travel expenses of approved conference attendees. Attendance to conferences must be approved by the ASI Board. Reimbursement is limited to the following:* Lowest coach airfare plus baggage fees for one checked bag
* Shared room (if you want your own room pay the difference unless that isn’t an option for some reason). Please communicate the situation in the space below if needed.
* Conference registration
* Cheapest transportation option to and from airport (rental cars are not covered)
* Per Diem will be calculated based on travel times and current federal rates (<http://www.gsa.gov/portal/content/104877>) You do not need to submit food receipts as this is a flat rate. Please do not purchase food, drinks, or room service with the ASI debit card.
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**Conference Name and Location:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dates of Conference:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Are you requesting per diem for this trip?** Yes \_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_

**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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