

Colorado Association, USATF Reimbursement Request

For expenses incurred on Association business
Complete form, sign, scan & send to Treasurer with receipts

From: _____
 Address: _____
 Phone: _____
 E-Mail: _____

For travel -- Trip Purpose: _____

Item	Receipt Atch'd	Amount
Airfare + Baggage fees	_____	_____
Ground Transp - Home to/from Airport (Uber/Lyft)	_____	_____
Mileage: _____ miles @ \$ 0.58/mile (58 cents per mile)	_____	_____
Airport to/from Event	_____	_____
Airport Parking	_____	_____
Business mileage: _____ miles @ \$ 0.58/mile (58 cents per mile)	_____	_____
Rental Car	_____	_____
Lodging	_____	_____
Registration Fee	_____	_____
Per Diem (overnight trips only; specify days of travel) (\$40.00 per day, except 1 st & last days - \$25.00 per day)	_____	_____
_____	_____	_____
For Purchases – list item(s) purchased, vendor, date	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Requested:	_____	_____

 Signature of Requestor Date

Committee to be charged: _____

 Signature of Committee Chair Date