USATF Colorado Association
Reimbursement Request

For expenses incurred on Association business

Complete form, sign, scan & send to Treasurer with receipts

Name:			
Address:			
For Travel -- Trip Purpose:			

Item Description		Amount	Receipt Attached?	Amount
Airfare + Baggage Fees				$ -
Personal Transportation from home to/from airport (reimbursed at $0.58 per mile)				
Miles from home to airport				
Roundtrip or one way?				$ -
Ground Transportation - Airport To Event:				$ -
Ground Transportation - Event To Airport:				$ -
Airport Parking				$ -
Business Mileage (reimbursed at $0.625 per mile)				
Miles driven				$ -
Rental Car				$ -
Lodging:				$ -
Registration Fee				$ -
Per Diem (Overnight trips only; specify days of travel; $60 per day)				
Enter first day of travel				
Enter last day of travel				$ -
Other Costs:				$ -
Total Requested Travel Reimbursement				$ -

Updated 1/22/2019

Signature of Requestor | Date

Committee to be charged:

Signature of Committee Chair | Date