



## 2017-18 Travel Expense Request Form

Cheerleader/Team: \_\_\_\_\_

Circle only ONE - Competition for which requesting Travel Allowances:

Spirit of Hope – Charlotte, NC (Jan)

Cheersport – Atlanta, GA (Feb)

Cheer Power – Columbus (March)

USASF Worlds – Orlando, FL (Apr)

Summit – Orlando, FL (May)

Hotels for Local Competitions (Date of Comp: \_\_\_\_\_)

Item	Amount Requested	Required Items / Information	
Hotel / Parking	\$	Copy of reservation with price required	
Airline Tickets	\$	Must attach receipt showing cost of tickets. Must attach printout from website of cost of checking luggage if claiming that.	
Rental Car	\$	Must attach copy of reservation	
Mileage (Cannot be used with airline reimbursement)	\$	<ul style="list-style-type: none"> <li>➤ Columbus \$70</li> <li>➤ Charlotte \$115</li> </ul>	<ul style="list-style-type: none"> <li>➤ Atlanta \$165</li> <li>➤ Orlando \$240</li> </ul>
Meals	\$	Per Diem/Per Day/Per Person of \$50 (max 2 adults/cheerleader) # of people: _____ # of days: _____ (can only include the day before the cheerleader competes, the days they compete and the day after they compete)	
Entrance Fees	\$	2 adults per cheerleader maximum	
Worlds/Summit	\$	Receipts showing expenses or package bookings through FCA	
TOTAL	\$	Comments:	

Please issue a check for the above travel allowances. I understand that only funds that have been deposited into my fundraising account at FCAPO can be used and that amounts that have not yet been deposited from fundraising are not eligible. Additionally, I realize that at any time, I could be requested to submit the receipt for the actual incurred expenses. I also understand that if any of the above requests are found to be invalid or fraudulent it may result in forfeiture of any remaining funds in my fundraising account.

Printed Name: \_\_\_\_\_ (Check will be made to this name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**The preference is to scan this completed form and all supporting documentation and email it as ONE pdf file to 'fcfundraising@yahoo.com'. Files submitted via this process will receive their checks quicker for pickup at the gym.**

If you are unable to do that, please put completed form and supporting documentation in a sealed envelope and leave at desk to be placed in Kelly Aber's mailbox. If all required reservations/receipts are not attached, no monies will be provided and the form will be returned. Travel allowances for airline and mileage cannot be requested for the same competition. You will receive an email when your check is available for pickup at the front desk.

**Reimbursement may take up to six weeks. Please plan accordingly.**