



## Official Expense Reimbursement Request Form

Please submit form and receipts to  
Karen Adelstein at [karen@scnv.org](mailto:karen@scnv.org)

You may request for reimbursement  
through Venmo\* or personal check

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\*Venmo reimbursement: Venmo User ID: @ \_\_\_\_\_

Last 4 digits of phone number associated with your Venmo account: \_\_\_\_\_

Event: \_\_\_\_\_

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

**Expenses:**

Travel:	Description	Totals
Auto (\$.585/mile) ----- # miles:	-----	
Airfare		
Car Rental		
Parking		
Taxi/Uber		
Tolls/Gas		
		Total Travel: \$ _____
Meals: (inc. tax/tip)		
Breakfast		
Lunch		
Dinner		
Per Diem		
		Total Meals: \$ _____
Lodging		
		Total Lodging \$ _____
Other Expenses (Please specify):		
		Total Other: \$ _____
<b>TOTAL:</b> (please attach receipts)		<b>TOTAL REIMBURSEMENT:</b> \$ _____

I hereby certify that all expenses claimed above were incurred on official business for U.S. Figure Skating

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

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

Approved: \_\_\_\_\_  
Treasurer

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

Form of Reimbursement:  Check    Check #: \_\_\_\_\_

Venmo    Venmo Acct: @ \_\_\_\_\_