

**GULF SWIMMING  
EXPENSE ACCOUNT FORM**

Name - Last, First MI

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Street Address

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From Date

City State Zip

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To Date

Purpose of Expenditure/Business \_\_\_\_\_

DATE	PLACE	DESCRIPTION OF EXPENSE		AMOUNT
PER DIEM ( \$      per day ) x      NIGHTS =				
Date	No. in party	Persons entertained - name, title, affiliation/team	Business purpose	

To the best of my knowledge, all of the above information is true and correct.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

1. Receipts for all expenditures must be attached. There will be no reimbursements for undocumented expenditures. The only exception is for mileage, which is reimbursed at the current IRS allowance (0.725/mile).
2. For coach attending travel meets, in order to be considered for the maximum allowable amount of reimbursement, this request must be emailed no later than thirty-one (31) days after the last day of competition at the meet for which reimbursement is requested.
3. For authorized travel, reimbursement is at the per diem (Per Diem Policy, page 7-6).
4. Other expenses, stamps, awards, etc., must be authorized by the Finance Vice-Chair or the General Chairman.
5. Per Diem days are counted based on the number of nights.
6. Email form and all receipts to [gulftreasurer@gmail.com](mailto:gulftreasurer@gmail.com) or mail form, along with all receipts to: Gulf Swimming  
Tom Hasz  
1911 Shadow Forest Drive  
Katy, TX 77494