

Florida Gold Coast Swimming Volunteer Reimbursement Request (VRR)

For reimbursement, submit this form and all invoices and original receipts.
Use a separate form for each program.

Expenses submitted later than 60 days will not be reimbursed.

Mail directly to:
Richard Cavanah
Florida Gold Coast Swimming
951 U.S. Highway #1
North Palm Beach, FL 33408

- OR -

Email to:
Richard Cavanah
FGCOffice@fgcswim.org

Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone #: _____

Reimbursement requested for personal expenses of behalf of Florida Gold Coast

Detail Specifics:

Meals/Food	\$ _____	_____
Postage	_____	_____
Official's Background Check Exp.	_____	<u>Submit copy of receipt with this VRR</u> _____
Travel Expenses:		
Airfare	_____	_____
Ground	_____	_____
Hospitality	_____	_____
Other	_____	_____
Total Request:	\$ _____	

The above expenses were incurred carrying out duties for the following program:

_____ or USA Swimming.

Date: _____ Signature: _____

FGC Board of Directors, Reviewed by: _____

- A. Reimbursement for out-of-pocket expenses is made on those occasions where it is necessary for authorized individuals to spend their own funds.
- B. Prior authorization for reimbursement must be given by the FGC Board of Directors.
 - 1. All requests must be submitted on this **Volunteer Reimbursement Request (VRR)**.
 - 2. Completed VRR must be sent directly to the FGC Treasurer and must be signed by the individual incurring the expenses.
 - 3. The VRR must include the name of the program or committee to which the expenses will be charged.
- C. In **2024**, volunteers will be reimbursed **67 cents per mile** for the use of a personal vehicle over 50 miles total.
- D. Reasonable parking fees at an airport shall be reimbursed.
- E. The expenses of the FGC Board of Directors, and other interested FGC non-athlete members in good standing, attending a USA Swimming LSC Workshop/Meeting - shall consist of airfare based on round trip cost, lodging for nights during Convention and **\$50 per day** for meals and incidentals for days attending Convention, including the days traveling to and from the Workshop/Meeting.

Revised 1-9-24