ALASKA SWIMMING
CONFERENCE REIMBURSEMENT APPLICATION

Alaska Swimming pays for the travel expenses of approved conference attendees. Attendance to conferences must be approved by the ASI Board. Reimbursement is limited to the following:

- Lowest coach airfare plus baggage fees for one checked bag
- Shared room (if you want your own room pay the difference unless that isn't an option for some reason). Please communicate the situation in the space below if needed.
- Conference registration
- Cheapest transportation option to and from airport (rental cars are not covered)
- Per Diem will be calculated based on travel times and current federal rates (http://www.gsa.gov/portal/content/104877) You do not need to submit food receipts as this is a flat rate. Please do not purchase food, drinks, or room service with the ASI debit card.

Conference Name and Location: ____

Dates of Conference: _____________________________ to _____________________________

Dates and Times of Travel: ____

Total Amount Requested: _________________________ (Fill out spreadsheet on next page)

Are you requesting per diem for this trip? Yes _________ No _________

Additional Information:

Attach copies of payment receipts. You may scan and email this document along with receipts. The receipts must include the applicant's name, vendor name, and price paid. **MUST BE ORIGINAL PAYMENT RECEIPTS.**

Person Submitting Request:	Mail Check To:
Name:	Name:
Address:	Address:
Phone:	Phone:
Email:	Email:

Mail Application To:
Wendy Kolberg, ASI Treasurer
13891 E Jersey Loop
Palmer, AK 99645
kolbergw@yahoo.com

Date	Description	Amount
	Total Requested	