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| **U.S. Masters Swimming** |
| **2018 Expense Reimbursement Request (Voucher)** |
| **Email to: Reimbursements@usmastersswimming.org | Mail to: 1751 Mound St, Ste 201, Sarasota, FL 34236** |
|   |   |   |
| **Requester Name:**  |
| **Address, City, State, ZIP:**  |
| **Make Check Payable to Third Party:**  |
| **Address, City, State, ZIP:**  |
|   |   |   |
| **Purpose / Explanation of Expense:**  |
| **Date(s) of Travel / Expense:**  |
| **Destination:**  |
|   |   |   |
| **Budget Account Title:**  |
| **Cost Center / Project # (4-digit):**  |
| **Dept # (3-digit):**  |
|   |   |   |
| **EXPENSE TYPE** | **AMOUNT** | **ADDITIONAL INFORMATION** |
| 52100 Travel (Mileage) |   | Mileage Rate: $0.545/mile (Attach Proof) |
| 52100 Travel (Airfare/Parking/Uber) |   |  |
| 52200 Rental Car |   |   |
| 52300 Hotel |   |   |
| 52400 Meals/Entertainment |   |   |
| 53100 Other Rent |   |   |
| 53150 Office Rent/Utilities/Services |   |   |
| 53200 Digital Cloud Storage |   |   |
| 53225 Software Subscriptions |   |  |
| 53250 Office Supplies |   |   |
| 53300 Minor Equipment |   |   |
| 53350 Phone Costs |   |   |
| 53400 Postage |   |   |
| 53450 Printing/Photocopy Costs |   |   |
| 53500 Dues/Subscriptions/Fees |   |   |
| 54100 Production Costs |   |   |
| 54250 Graphic Design |   |   |
| 54300 Consulting |   |   |
| 54350 Outside Services |   |   |
| 54400 Video Production |   |   |
| 54550 USMS Logo Merchandise |   |   |
| 55100 Facilities Rent |   |   |
| 55200 Recognition/Awards |   |   |
| 55350 Hospitality |   |   |
|   |   |   |
| 18300 Less Contribution to USMS SSL |   | Contribution to USMS Swimming Saves Lives |
| **TOTAL REIMBURSEMENT:** |  |  |
| I hereby submit this request for reimbursement of expenses incurred by me on behalf of USMS, Inc. |
| **Signature of Requester:**  | **Date:**  |
| **APPROVALS** |
| **Committee Chair/Officer:**  | **Date:**  |
| **CFO:**  | **Date:**  |

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| **U.S. Masters Swimming** |
| **Instructions for Completing USMS Expense Reimbursement Request (Voucher) Form** |
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| 1.) Complete a USMS Expense Reimbursement form and submit it to the National Office for disbursement of USMS funds in accordance with Financial Operating Guidelines (FOG). |
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| 2.) Refer to the current version of USMS Financial Operating Guidelines by following this path: |
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|  **www.usms.org>For Volunteers>Policies & Governance>USMS Financial Policies and Documents>Financial Operating Guidelines (FOG)** |
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| 3.) Submit all requests for reimbursement within **30** **days** of incurring the expense. |
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| 4.) Fill in **Name** and **Address of Requester** fields. [Enter **Name** and **Address of Third Party** when applicable.] |
|  |
| 5.) Complete the **Purpose / Explanation of Expense**, **Date(s) of Travel / Expense** and **Destination** (if applicable) sections with detailed information. [NEW SECTION] |
|  |
| 6.) Provide appropriate **Budget Account Title**, **Cost Center / Project # (4-digit)** and **Dept # (3-digit)** based on current year budget. |
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| 7.) Mileage expense is reimbursed at the current IRS allowable rate. Provide a Google Map or MapQuest document showing the traveled route (required). |
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| 8.) Submit receipt for any expenditure greater than $25 with reimbursement requests. For items less than $25, a receipt is preferred but not required. The reverse side of the receipt may be used for additional explanation or itemization. |
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| 9.) Submit requests for total reimbursement of less than $25 at the end of the calendar year only. |
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| 10.) Committee members requesting reimbursement must complete the expense request form and submit it to the committee chair for approval prior to submitting to the National Office for reimbursement. [Exceptions: BOD Meetings & Convention] |
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| 11.) Obtain proper approval for reimbursement of expenses in excess of approved budgets. [See FOG Section VII.] |
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| 12.) Send completed vouchers to the National Office as follows: |
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|  Email completed Reimbursement Requests (Vouchers) to: **Reimbursements@usmastersswimming.org** |
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|  Mail completed Reimbursement Requests (Vouchers) to:  |
|  Reimbursements, USMS |
|  1751 Mound St, Suite 201 |
|  Sarasota, FL 34236 |