



## 2009-10 Travel Expense Request Form

Cheerleader/Team: \_\_\_\_\_

**Circle only ONE - Competition for which requesting Travel Allowances:**

Spirit of Hope – Charlotte (Jan)      Cheersport – Atlanta (Feb)      Battle at Capital – Washington (Mar)  
 Reach the Beach – Ocean City (Apr)      USASF Worlds – Orlando (Apr)

**Travel Allowances Requesting (please check beside the requested items):**

Check Here	Item	Amount Requested	Required Items
	Hotel	\$	Copy of reservation with price required
	Airline Tickets	\$	Must attach receipt showing cost of tickets
	Rental Car	\$	Must attach copy of reservation
	Mileage	\$	Cannot exceed posted approved amounts. Can not be use with airline or rental car reimbursement.
	Entrance Fees	\$	2 adults per family maximum
	Worlds Packages	\$	Only eligible for competing cheerleaders, designated alternates and 2 adults per family
	<b>TOTAL</b>	<b>\$</b>	

Please issue a check for the above travel allowances. I understand that only funds that have been deposited into the FCA account can be used and that amounts that have not yet been deposited from fundraising are not eligible. Additionally, I realize that at any time, I could be requested to submit the receipt for the actual incurred expenses. I also understand that if any of the above requests are found to be invalid or fraudulent (i.e. requesting funds for hotels at which the cheerleader does not stay), I forfeit any remaining funds in my FCA account and will not be permitted to do any additional fundraising at FCA.

Printed Name: \_\_\_\_\_  
 (Print clearly - check will be made payable to the above printed name)

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

Please submit completed forms in the slot at the front desk. If all required reservations/receipts are not attached, no monies will be provided and the form will be returned. Travel allowances for airline and mileage cannot be requested for the same competition.

Forms must be submitted at least 2 weeks prior to the competition. Any forms submitted after that date may not be honored. When the funds have been removed from your account on-line, please stop by the desk on or after that date to pick up your check.

**Reimbursement may take up to two weeks. Please plan accordingly.  
 Emailed forms will not be accepted.**