

MEET REIMBURSEMENT FORM

Desert Diamond Booster Association, Inc.
 Serving Athletes at G-Force Gymnastics Academy

DATE OF REQUEST: _____

Please use a separate form for each event.

EMPLOYEE INFORMATION:

Name _____
 (First and Last)

Position _____

Team _____
 (Girls Gymnastics, Boys Gymnastics, Cheer, TKD)

For fastest reimbursement, submit this document to the Gym Director electronically within three days of the event. Upon approval, this document will automatically be forwarded to the Booster Treasurer. If you submitted a MEET ADVANCED PAYMENT FORM for this event, please attach a copy of it along with this document.

Date of Event	Name of Event	Hosting Gym	Levels Coached	Sessions Worked	Away Meet Only					Total		
					Mileage (Round Trip)	Meals			Hotel (Attach Receipt)		Air Fare (Attach Receipt)	Rental Car (Attach Receipt)
						Breakfast	Lunch	Dinner				
<i>Example October 2-3, 2008</i>	<i>Cruces Invitational</i>	<i>Cruces Gymnastics</i>	<i>5,6</i>	<i>4</i>	<i>472</i>	<i>1</i>	<i>1</i>	<i>1</i>	<i>\$ 75.00</i>	<i>\$ 350.00</i>	<i>\$ 60.00</i>	
Subtotal												
Advances												
Total												

APPROVED BY: _____

DATE: _____

NOTES: _____

CHECK AMOUNT: _____

CHECK NUMBER: _____

CHECK ISSUED BY: _____

DATE: _____

CALCULATIONS
Sessions: \$40 per session
Mileage: Your total mileage - 30 x \$.55 per mile
Breakfast: \$10 per breakfast
Lunch: \$15 per lunch
Dinner: \$15 per dinner

MILEAGE - Round Trip	
Leap of Faith (Alamogordo)	450 miles
Artesia Gymnastics (Artesia)	502 miles
Boardwalk Gymnastics (Belen)	98 miles
Carlsbad Academy of Tumbling (Carlsbad)	580 miles
Dust Devils Gymnastics (Deming)	492 miles
Castle Gymnastics (Gallup)	278 miles
Enchanted Land Gymnastics (Hobbs)	648 miles
Cruces Gymnastics Academy (Las Cruces)	472 miles
Gym Magic Gymnastics (Las Cruces)	470 miles
Los Alamos School of Gymnastics (Los Alamos)	196 miles
Kimela's Gymnastics (Los Lunas)	66 miles
Elite Gymnastics Academy (Roswell)	420 miles
Ruidoso Mountaintop Gymnastics (Ruidoso Downs)	460 miles
Zia Gymnastics Academy (Santa Fe)	120 miles
Taos All-Star Gymnastics (Taos)	262 miles