

USA Gymnastics Travel Expense Report Region 1

From	
Title	
Date	

Travel Information (i.e. purpose of trip, trip location, etc.):

Date of Trip: _____

Transportation: _____

Mileage (.40/mile): _____

Lodging: _____

Meals (\$30/day): _____

Other: _____

TOTAL: _____

Administrative Expenses:	
Telephone:	_____
Postage:	_____
Supplies:	_____
Copies:	_____
Other:	_____
Total:	_____

Signature: _____

Date: _____

****Please attach all receipts to this form and send it to Jennifer Shipman, 3 Atherton Island, Stockton, CA 95204 for reimbursement.**