

Alamo Area Wrestling Officials Association Policy # AAWOA-2010-01
Out of Area Expense Reimbursement Policy (Effective date 09/01/2010)

Reimbursement Form

Officials may be reimbursed for out of area expenses as documented in Policy # AAWOA-2010-01. **Reimbursement Limits** are not for each individual event but for all events that an official officiates during the season. A maximum of \$200 may be reimbursed during the wrestling season. The Executive Board may approve amounts greater than \$200. Officials are not eligible for gas or hotel reimbursements which are reimbursed by other TWOA Chapters, Schools, Youth Clubs, etc.

Approved expense reimbursement items which are presented by 12/31 will be paid by 01/15; items presented by 02/28 will be paid by 03/15.

Eligible Reimbursement Expenses

Gas reimbursement calculation: Round trip miles / 30 MPG = Gallons Gallons * \$2.50 price per gallon = Initial Reimbursement Initial Reimb – Host Area Reimb = Actual Gas Reimb	Hotel – up to \$100.00 for a two day tournament or a tournament where the travel time is greater than 2 hours - receipt required
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Tournament Location	Mileage – round trip from San Antonio	Gas Reimbursement (Rounded up to the nearest dollar)
Austin	160	\$14.00
Bryan	300	\$25.00
Corpus	290	\$25.00
Dallas	550	\$46.00
Houston	400	\$34.00
Valley	540	\$45.00

Out of Area Tournaments Officiated

Date(s)	Event	Hotel Reimbursement – receipt required	Gas Reimbursement
Total hotel and gas expenses			
Requested reimbursement			

- Submitted by _____

Official’s Signature
Printed Name
Date

- Exec Board approval _____

Exec Board Member Signature
Date

- Secretary/Treasure _____

Signature
Date

- Reimbursement Check#: _____