

UNITED STATES COAST GUARD AUXILIARY DISTRICT 5SR

REIMBURSEMENT REQUEST FORM

The District provides limited reimbursement for expenses incurred as a result of District related obligations. Reimbursement is not intended to offset typical expenses incurred as an Auxiliarist.

Date _____

NAME _____ POSITION _____

ADDRESS: _____

Attach receipts for any expense in excess of \$75; Please provide mileage verification for each trip, i.e., date of travel, origin/destination, miles travelled per trip, reason for travel.

Hotel _____

Meals _____

Transportation (\$0.535 cents per mile) _____ (_____ miles)

Supplies _____

Other (please itemize):

Attach additional sheets if necessary TOTAL _____

Signature _____

Submit to: Brian Gritte, DSO-FN
10113 Homar Pond Drive
Fairfax Station, Virginia 22039
briangritte@cox.net