**2017 NIVC**

**Team Travel Expense Reimbursement Form (Complete at the conclusion of the tournament)**

Please complete this form and return it within two weeks following the tournament. Fill out one form for all travel. Include copies of all air/bus/lodging invoices in order for expenses to be reimbursed. Please refer to the NIVC Handbook, NIVC Director Sean Hardy (970) 672-0555 or sean@triplecrownsports.com: Mail: NIVC, 3930 Automation Way, Fort Collins, CO 80525.

**School:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Game Date/Opponent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Campus Departure, Trip 1: Date: \_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_ Return: Date:\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_

Campus Departure, Trip 2: Date: \_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_ Return: Date:\_\_\_\_\_\_\_\_\_ Time:\_\_\_\_\_\_\_\_\_

**Air Transportation:**

Air travel arrangements have been made through Vista Travel.

(Up to 18 least expensive airline tickets in your group. Be sure to include $32.50 service fee per ticket.)

# Trip #1 flight to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost per ticket: \_\_\_\_\_\_\_\_\_ Total $\_\_\_\_\_\_\_\_\_\_

# Trip #2 flight to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost per ticket: \_\_\_\_\_\_\_\_\_ Total $\_\_\_\_\_\_\_\_\_\_

**Ground Transportation:**

Bus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost $\_\_\_\_\_\_\_\_\_\_

Bus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cost $\_\_\_\_\_\_\_\_\_\_

**Lodging:** (Reimbursed for up to 9 rooms per night, **including** any comps negotiated by NIVC)
All lodging arrangements have been made through Southwest Host Services.

Number of Rooms Room Rate Tax Total x Total nights

9 Rooms \_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_ = Cost $\_\_\_\_\_\_\_\_\_\_

9 Rooms \_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_ = \_\_\_\_\_\_\_\_ x \_\_\_\_\_\_\_ = Cost $\_\_\_\_\_\_\_\_\_\_

**Per Diem:** (Food)

# of Days\_\_\_\_\_\_ ($500 total for a full day; $250 total for a travel day or ½ day) $\_\_\_\_\_\_\_\_\_\_

(Line A) Total Air/Ground/Lodging/Per diem $\_\_\_\_\_\_\_\_\_

Minus School’s Travel Contribution

**(School covers first $15,000 of air/ground/lodging/per diem costs for the entire tournament.)**

(Line B) If Line A is less than $15,000, no travel will be reimbursed. If Line A exceeds $15,000, put $15,000 here: <\_\_\_\_\_\_\_\_>

(Line A less Line B) **Reimbursable Travel by the NIVC $ \_\_\_\_\_\_\_\_\_**

**Person Completing Form:** **Where to Send Check:**

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*Use multiple forms if your team travels more than twice during the tournament\*