



## Reimbursement Form

Name: \_\_\_\_\_ Concert Date: \_\_\_\_\_

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

**Mileage**

A. Round-trip miles traveled per rehearsal or concert: \_\_\_\_\_

B. Less 20 mile deduction equals reimbursable miles per trip: \_\_\_\_\_

C. Number of trips to rehearsals and concerts: \_\_\_\_\_

D. Number of trips (C) multiplied by reimbursable miles (B) equals total number of miles to be reimbursed: \_\_\_\_\_

E. Multiply by \$0.40 if traveling alone (E x D): \$ \_\_\_\_\_

*or*

Multiply by \$0.50 if car-pooling (*reimbursement is paid to driver only*): \$ \_\_\_\_\_

**Player Instrument Maintenance and/or Supplies**

Amount: \$ \_\_\_\_\_

Description (*please attach receipt*): \_\_\_\_\_

\_\_\_\_\_

Limit is \$100 per season. Reimbursement requests should be submitted by June 1 to be included in the current season payments. Please include total amount of repairs/supplies because reimbursements more than the limit are possible if sufficient funds are available. Reimbursements are paid annually at the end of the Symphony's fiscal year (June 30).

**Other**

Amount: \$ \_\_\_\_\_

Description of expenditure (*please attach receipt*): \_\_\_\_\_

\_\_\_\_\_

**Baby-sitting**  
*(submit this form only if you hire a sitter)*

A. Number of baby-sitting hours for rehearsals and concerts: \_\_\_\_\_

B. Total number of children: \_\_\_\_\_

C. Multiply A x B x \$1.00 equals amount to be reimbursed: \$ \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_