



2019 USATF NATIONAL CLUB CROSS COUNTRY CHAMPIONSHIP

TRAVEL REIMBURSEMENT CRITERIA

The Travel Reimbursement program is an initiative to build club participation at both the Association and National level in the Open Category. This reimbursement is given in the amount of \$500 per club if the following criteria have been met.

1. Your club is a current USATF Certified Open Club.
2. Your club has won the Open Association Championships for the Association they are located in.
3. Your club brings a team to the National Club Cross Country Championships in December and competes in the Open race**
4. Clubs must follow scoring rules of the National Championship for both Association and National Championships.

**Note: the same athletes do NOT have to compete at both the Association and National Championships.

The Travel Grant is to be used for travel expenses of any athletes/coaches at the National Championship. Expenses can include Air Fare, other fare for transportation, parking, hotel room + tax, tolls, mileage at \$0.53 per mile, food at a maximum of \$52.00 per person per day based on receipts. Full information about USATF Travel Reimbursement policies can be found under Business and Travel Policy and Procedures.

In order to receive this grant, receipts and [a W-9](#) will need to be presented along with the application. Note: the W-9 will not be used for reportable income in this instance, merely as a way to verify the information provided and create a payment profile.

If your men's and/or women's club has met all of the above criteria, please send the completed form and all receipts to Events Department via email Events@usatf.org by December 31. Paper applications will not be accepted. No exceptions will be made for late submissions. Payments will be reviewed and submitted for processing in January of 2020 and should be expected to be paid around February or March of 2020.

Note: If you have a men's and women's team applying for the reimbursement, you must complete separate forms and submit before the deadline.



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TRAVEL REIMBURSEMENT FORM

Congratulations to your club for winning your Association's Open Cross Country Championships. Based on this performance your Men's / Women's Club Team is entitled to up to \$500 in reimbursements for travel to the 2019 USATF National Club Cross Country Championships in Lehigh, PA on December 14th.

Expenses can include Air Fare, other fare for transportation, parking, hotel room + tax, tolls, mileage at \$0.53 per mile, food at \$52.00 per person per day. [A W-9 MUST BE SUBMITTED WITH THIS FORM TO BE VALID.](#)

In order to receive this grant, please complete the following information.

Club Name: _____ USATF Club Number: _____

Club's gender applying for the reimbursement:

MEN

WOMEN

Link to your Association Championships Results: _____

Names of Athletes that competed in the National Club Cross Country Championships: _____

Please attach a copy of all tickets & receipts and a completed W-9 Form.

ITEM	COST
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL	\$ _____

All completed forms and receipts must be received by the Events Department by December 31, 2019. Please send this form and all supporting paperwork to the Events Department via email events@usatf.org Please indicate the address

to which the check should be mailed. No payments will be submitted for processing until after the deadline has passed. No late submissions will be accepted, no exceptions.