

Please submit no later than 6/15/2014;
submissions received later than 6/15/2014
will not be honored.

If your organization is paying your
expenses and should be reimbursed,
please fill in the required information.



Rescue Waggin' Summit Source Shelter Expense Reimbursement Form

Only receipted expenses will be reimbursed

Up to \$400 in travel will be reimbursed (shuttle to/from hotel, parking at home airport, and
airfare or mileage, only if mileage is less expensive than airfare from your home location).

Amounts over the \$400 shall be the responsibility of the participant.

Airfare \$ _____

If you are driving and not flying: Mileage from/to: _____
(city, state)

= _____ miles x .56¢ per mile = \$ _____
(for non flyers, the amount not to exceed typical round-trip airfare cost from your location)

Parking at home airport \$ _____

Shuttle transportation (Indianapolis airport only) \$ _____

Total Amount Due..... \$ _____

Signed: _____

☐ Check to be made payable to Organization: _____
(please print)

Employer Federal ID #: _____ - _____
(required for organization)

Mail to:

Street Address: _____
(please print)

City: _____ State: _____ Zip: _____

*Please attach receipts to this form and mail to Annette Walke, PetSmart Charities, 19601 North
27th Avenue, Phoenix, AZ 85027. You may send a pdf of the form and receipts to Annette at
awalke@petsmartcharities.org. Please allow 4 weeks for reimbursement.*