

USA Diving Instructor Expense Report Safety Certification Pool Session



Instructions: Complete and return to USA Diving, 132 E. Washington St., Ste. 850, Indianapolis, IN 46204 to be received within 9 business days after the course date mailed in a manner that can be traced (UPS or certified mail, return receipt requested). Also attach course record and skill test sheet.

| | | | | | |
|---|-------------------|-------------------|------------|--------------------|------------------|
| Region _____ | Association _____ | Course site _____ | City _____ | ST _____ | Date ___/___/___ |
| Name _____ | | Email _____ | | Phone (____) _____ | |
| Address to mail stipend to (print clearly): _____ | | | | | |
| _____ | | | | | |

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|---|
| Travel Itinerary |
| Departure: date ___/___/___ time _____ am pm Return: date ___/___/___ time _____ am pm |

| | |
|--|---------------|
| <u>INSTRUCTOR TRAVEL EXPENSES</u> | |
| Did you Drive or Fly? | Drove or Flew |
| If you drove your personal auto; reimbursement is .40 cents/mile, how many miles roundtrip did you drive? _____ | |
| OR | |
| Car Rental Receipt (prior approval must have been received. Please mail a copy of this expense form along with receipts to receive reimbursement.) | |
| Per Diem- \$35 will be paid out if you travelled more than 120 miles roundtrip (No receipts necessary.) _____ | |
| Lodging- (Please mail a copy of this expense form along with receipts) | |
| _____ nights at \$_____ per night including tax. _____ | |
| Incidental Expenses, please explain | |
| _____ | |
| _____ | |
| 1. Amount of Travel Expense reimbursement due to Instructor _____ | |

| | |
|--|-------------|
| <u>STIPEND</u> | |
| \$200 for 6 or more participants | |
| Less Penalty Fee for late Accounting Reports (\$15/day for _____ days) | minus _____ |
| 2. Adjusted Stipend Amount Due to Instructor _____ | |

| | |
|--|------------|
| Amount of Travel Expense reimbursement Due to Instructor (1) | _____ |
| Adjusted Stipend Amount Due to Instructor (2) | plus _____ |
| 3. TOTAL AMOUNT DUE TO INSTRUCTOR _____ | |

| | |
|--|--|
| I sold ___ Safety Manual at \$25 each (member) and ___ at \$35 each (non-member price) at this course. | |
| I have ___ Safety Manuals remaining. Please send me ___ Safety Manuals. | |

| | |
|---|-------------|
| Office USE: | |
| Total Course Fees | _____ |
| Total Instructor Travel Expenses | minus _____ |
| USD COURSE BALANCE (if negative show with parentheses) _____ | |

USA Diving
Safety Certification Pool Session



Instructors Reimbursement Guidelines as of 1/1/2012:

- ★ Airfare must be booked through USA Diving. You will need to send an e-mail to Pam to arrange your flight. In the e-mail, you will need to include: your full name as printed on the government issued id, date of birth, departure city, preferred date & time of departure and return.
- ★ One (1) night hotel stay will be reimbursed if the instructor drives three or more hours away from his/her home. One night of hotel will be reimbursed up to \$99.00* (tax excluded), unless prior written approval is given by the National Office.

Hilton Hotels is the official hotel partner of USA Diving. Hilton provides USA Diving members and fans with discounted room rates. To make reservations please visit their website at

http://directconnect.hilton.com/dc/dclogin.jhtml;jsessionid=AWPMZO3XZTOK2CSGBI1NEWQ?_pNd=VDRdgKPOjB&_requestid=17128

- ★ All mileage will be reimbursed at a rate of .40/mile up to the lowest airfare cost.
- ★ A daily stipend of \$35/day when staying overnight or traveling more than 120 miles roundtrip. (B-\$10, L-\$10, D-\$15)
- ★ A \$200 stipend will be given for a pool session with 6 participants. **However**, it is the responsibility of the instructor to make sure that ALL participants have paid prior to the start of the pool session. No stipends or expenses will be paid until all participants have registered/paid.
 - Region Meet Stipends. An instructor will be paid a reduced stipend for less than 4 coaches participating in the pool session. An instructor cannot request/claim mileage reimbursement if they are already planning to participate or attend the diving event.
- ★ The paperwork must be submitted within 5 business days online or within 9 days of the class date if mailing forms and receipts or the paperwork will be considered late and the instructor will be charged a \$15/day late fee.

*Due to the economy and different costs of living, if your expenses exceed the amount of reimbursement, please contact Pam Majors for written approval prior to making the purchase or reservation; otherwise, you will be reimbursed at the rates listed above.