

2018 Easter Bowl ITF Hospitality Reimbursement

PLEASE PRINT LEGIBLY



Name
Address
Phone

Date of Main Draw Sign-in: 25-Mar-18 Date of Elimination from Main Draw:

Table with columns: Date, Description of Expense (e.g., 4 nights stay at ABC hotel, etc.), 56603 Lodging, 56604 Meals, Line Totals

Submitted By (Print):
Signature:
Date:
Approved By (Print):
Signature:
Date:
Finance Approval:
Date:
Name of Player
Balance:
FOR USTA USE ONLY
Staff Initial

\*\* Incomplete Reimbursement requests will not be processed.

Reimbursement form, W-9, and hotel receipts must be received by Friday May 4, 2018.