2019 Easter Bowl ITF Hospitality Reimbursment

PLEASE PRINT LEGIBLY

Name

Address

Phone

Date of Main Draw Sign-in: 24-Mar-19 **Date of Elimination from Main Draw:**

Date	Description of Expense (e.g., 4 nights stay at ABC hotel, etc.)	56603 Lodging ($70 per day)	56604 Meals ($30 per day)	Line Totals
	Totals			

Submitted By (Print):

Name of Player

Signature:

Date:

FOR USTA USE ONLY

Approved By (Print):

Signature:

Date:

Finance Approval:

Date:

Balance:

Staff Initial

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

Reimbursement form, W-9, and hotel receipts must be received by Friday May 3, 2019.

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