



Pearlgate Track and Field Club

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2009 ATHLETE TRAVEL EXPENSE CLAIM

DEADLINE: All requests for funding must be submitted within 30 days after competition.

- Completion of this form does not automatically guarantee eligibility or funding.
- Please provide travel expense receipts and/or proof of participation in event.
- Those seeking funding must have been active/contributing members of the PGTFC for a minimum of one year.
- Limit of 2 requests per athlete per calendar year. All travel claims are subject to available funding and must be approved by the Executive Board before any payment is issued.
- Anyone requesting reimbursement from their individual fundraising account (those who have participated in Special Group Fundraisers and have earned individual account monies) please check here:

<input type="checkbox"/> 1 st Claim		<input type="checkbox"/> 2 nd Claim	Competition:	
Name:		PGTFC #:	Date(s):	
Address:			Type/Name:	
Postal Code:	Phone:		Location:	
Email:			Results:	
EXPLANATION OF EXPENSES (any relevant information/special consideration, etc.)				
BREAKDOWN OF EXPENSES				
Airfare				
Registration Fees				
Other (describe)				
	TOTAL:			

Signature: _____

Date: _____

Office Use Only:

Paid:	Date:
Cheque #:	Initial:

Travel Fund

The Pearlgate Track & Field Club has in place a general Travel Fund to provide funding to active/contributing PGTFC members in an unbiased and equal manner.

- This account is replenished from monies received through various fundraisers, canteen sales, recyclables, rentals, donations, etc.
- Those seeking funding must have been active/contributing members of the Pearlgate Track & Field Club for a minimum of one year. An active/contributing member is identified as one who consistently contributes volunteer hours to Pearlgate club activities (either themselves or in conjunction with their parents/guardians) at various track and field function (e.g. officiating at track meets, coaching, helping in canteen, participating in fundraisers, active role on the executive board).
- Limit of 2 requests per athlete per calendar year. All travel claims are subject to available funding and must be approved by the Executive Board before any payment is issued.

In addition to the general Travel fund, Special Group Fundraisers (e.g. Mount Pearl Concert) may be used to provide funds to those individuals who participate in the special event.

Special Group Fundraisers (Individual accounts)

General guidelines only.

- The total amount will be divided by the number of volunteers (participants) = 1 share portion.
- All participating PGTFC members/coaches will receive 1 share plus 1 share for every other volunteer (e.g. parent) that participates on their behalf.
- A record will be kept of athlete shares and equivalent dollar value.
- A PGTFC member has up to 3 years to claim their share for track and field related travel expenses.
- Anyone who participated from other track and field clubs have 1 year to claim their share for track related travel expenses.
- After 3 years any remaining shares that have not been claimed will go into the PGTFC general travel fund for the use of all athletes.
- Fundraisers that are identified for a specific group/project (e.g. Jr. Nationals) will be reimbursed as agreed upon by the group.
- Special consideration may be given where extenuating circumstances warrant.