



Jagdgebrauchshundverein-USA

Judge Expense Report

Name: _____

Shipping Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Email Address: _____

This form is to be used for claiming reimbursement of expenses incurred by any person traveling on official JGV-USA business. A summary of Travel Reimbursement Policies is printed on the reverse side of this form. Please return this form to the JGV-USA Treasury along with all original or photo-copied receipts for payments. This form must be completed entirely before we can process your request.

Test Date(s): _____ Location: _____

Type of Test: _____ VJP _____ HZP _____ VGP _____ VSwp

Date	Description	Transportation/ Mileage	Lodging	Fuel	Other	Total
Column Totals						

Judge Signature: _____ Date: _____

Approved By: _____ Date: _____

Subtotal	
Total Owed To You	
Total Due	

Other comments and/or information regarding reimbursements: _____

Please submit this completed form (**and RECEIPTS**) within 30 days of completion of test to:
 JGV-USA Treasurer, Dan Ritter, 9373 Dale Road, Woodbury, MN 55129.

For Office Use Only:

Amount Reimbursed: _____ Check Number: _____

Date Mailed: _____ Treasurer's Signature: _____

Dan Ritter

Guidelines for Claiming Reimbursement of Expenses Incurred on Behalf of JGV-USA

Travel expenses will be reimbursed consistent with JGV-USA procedure. Expenses must be reasonable and adequately documented to as to satisfy the JGV-USA Treasury, auditors, and the IRS regulations. Original receipts or quality photocopies are required for all items to be reimbursed. These receipts must be submitted with your expense report to qualify for reimbursement. **Expense reports must be submitted within 30 days after travel to be eligible for reimbursement.**

The JGV-USA Treasury is responsible for questioning expenses, which appear excessive or are unsubstantiated. Reasonable and documented expenses in the following categories will be reimbursed without question:

A. Travel

1. Necessary air and rail fare not to exceed coach class. Maximum airfare reimbursement is the least expensive non-refundable fare (normally 14-day advance purchase).
2. Personal automobile travel will be reimbursed for fuel receipts submitted. Mileage figures (Mapquest will be used to determine mileage) are also required for comparison to fuel consumed. If more than 1 person travels in the same automobile, only one person may claim reimbursement for such transportation expenses.
3. Necessary car rental expenses.
4. Necessary parking, shuttle, bus, road tolls and other transportation expenses.

B. Lodging

1. Reasonable, comfortable accommodations.

C. Other Expenses

1. Other miscellaneous expenses must be listed and fully described. Personal expenses will not be reimbursed.

At this time, JGV-USA does not have a policy to reimburse for any meals associated with travel.

For questions regarding the reimbursement guidelines, please contact the JGV-USA Treasurer, Dan Ritter at 651-785-5659 or dritterpl@yahoo.com.