



AUSAW

TRAVEL AUTHORIZATION PROCESS

This process must be followed in order for AUSAW officials to travel to tournaments, outside of Alaska, to gain advanced education and learning experience as wrestling officials. AUSAW recognizes the importance of continuing education and ask that officials not abuse this program, but rather use it as a tool to enhance Alaska's competitive wrestling environment.

Travel authorization requests must be submitted as early as possible, at least 30 days in advance of the event, for AUSAW to allocate budgeted travel funds accordingly.

Reimbursed costs include:

- Airfare: roundtrip, economy class
- Lodging: if not provided, room + tax will be reimbursed
- Vehicle rental

NOTES:

- *Airfare: if airline ticket includes multi-city stops, AUSAW will only reimburse a normal ticket to/from the event.*
- *Vehicle rental: if lodging is at the venue or if transportation is provided by event organizer, no vehicle rental will be approved. If a vehicle is necessary, no luxury rentals will be approved.*

In order to be reimbursed for expenses, approval must be obtained from the AUSAW Chair or Vice Chair **and** Head Mat Official or Head Pairing Official.

Email a copy of this completed form and receipts to the AUSAW Treasurer: ptnicole@hotmail.com

OFFICIAL NAME:

MAILING ADDRESS:

DATE OF REQUEST:

EVENT:

EVENT DATES:

APPROVED BY:

Approval within an email is acceptable

AUSAW use only:

Date paid:

Check number:

Created: 04/01/20

Updated: 02/02/22