

USA Gymnastics

Safety/Risk Management Certification Program

Classroom/meeting room rental expense report form

USA Gymnastics will reimburse up to \$150 for meeting room/classroom rental. This expense will be reimbursed to the person or organization to which the room rental is billed. Submit this form along with an original receipt for reimbursement. Pre-approval is also required and should be noted on the course request form.

Please issue payment to:

Name/or organization _____

Address _____

City _____ State _____ Zip _____

Attention _____ Federal ID# or SS# _____

Phone _____ Email _____

Course Information:

Course Location _____ Course Date _____

City _____ State _____ Zip _____

Instructor _____ Course Code _____

Expenses:

Pre-approval & Receipt required

\$ _____

For office use:

Vendor # _____

gl 210-5200-000-76-00

Signature _____ Date: _____

Pre-approval should be requested on the course request form. Please submit this form along with a receipt for the room rental with your completed course packet.

USA Gymnastics
Attention: Educational Services
132 E. Washington Street, Suite 700
Indianapolis, IN 46204
Or fax: 317-237-5069 attn: Educational Services