

# USA Gymnastics

## National Instructors Financial Report Form

Name \_\_\_\_\_ Course Code \_\_\_\_\_

Instructor's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Member # \_\_\_\_\_ Vendor # \_\_\_\_\_

Course: (Circle ONE)

**U101**  
Safety & Risk  
Management

**R102**  
Preschool  
Fundamentals  
(HOTPS)

**R103**  
School Age (HOTSA)

**W200**  
Development  
Coaches Course  
(HOTD)

**T200/T201**  
Trampoline &  
Tumbling Level 1

**Expenses: Pre-approval required**

Travel: mileage \_\_\_\_\_ @ .485/mile \$ \_\_\_\_\_  
(Mapquest submission is required for reimbursement)

Hotel: receipt required \$ \_\_\_\_\_

Meals: breakfast = \$7 maximum  
lunch = \$8 maximum  
dinner = \$10 maximum \$ \_\_\_\_\_

Other: (Pre-approval & receipt required) \$ \_\_\_\_\_

Expense Total: \$ \_\_\_\_\_

**Course Honorarium:**

Select ONE:

- U101 = \$300 (Flat Fee)
- R102 = \$300 (Flat Fee)
- R103 = \$400 (Flat Fee)
- W200 = \$400 (Flat Fee)
- T200/T201 = \$400 (Flat Fee) (\$100 if only T201)

Honorarium Total: \$ \_\_\_\_\_

**Honorarium + Expense Total: \$ \_\_\_\_\_**

U101	210-5055-000-760
	210-5020-000-760
	210-5040-000-760
	210-5520-000-760
R102	210-5055-900-720
	210-5020-900-720
	210-5040-900-720
	210-5520-900-720
R103	210-5055-900-773
	210-5020-900-773
	210-5040-900-773
	210-5520-900-773
W200	210-5055-000-790
	210-5020-000-790
	210-5040-000-790
	210-5520-000-790
T200 T201	210-5120-000-790
	330-5055-605-000
	330-5020-605-000
	330-5030-605-000
	330-5600-605-000
	330-5120-605-000

**Course Reconciliation:**

Onsite Payments	
Credit card payments	
Cash payments*	
Check payments	
<b>Onsite payments: Total \$</b>	

**U101 Safety & T200 Trampoline book Inventory:**

Books on hand	
Plus book shipment	
Minus books used	
<b>Ending inventory of books</b>	

Participants	
Pre-registrations	
Onsite registrations (add)	
No shows (subtract)	
<b>Total number of participants</b>	

**Notes:**

For office use:  
Totals approved by: \_\_\_\_\_

\* replace cash payments with Instructor's check