



### OFFICIAL'S EXPENSE REPORT

**U.S. Technical Delegates are entitled** to a daily allowance of \$150 per actual travel/race arena inspection/training/competition day at all U.S.-sanctioned non-FIS events – both scored and non-scored. \*

**U.S. Technical Delegates are also entitled to reimbursement of actual/out-of-pocket expenses** per Divisional/Regional standards for meals, lodging, mileage/transportation/car rental, etc.

Per prior arrangements with the Race Organizer, **other officials** may also be eligible for payment of fees and/or reimbursement for out-of-pocket expenses.

Please complete this form and submit it to the Race Organizer to request payment/reimbursement. Receipts for all out-of-pocket expenses must be attached.

**NOTE: Expenses are paid by the Race Organizer, not by U.S. Ski & Snowboard.**

\*(Area/Club may require a non-employee payee to submit IRS form W9 for daily allowance payments. Area/Club may issue IRS form 1099 if payee accumulates more than the current IRS threshold.

*IRS form W9 is not required for out-of-pocket expenses. If one is submitted, officials must retain copies of all receipts for use when filing their income tax returns.)*



EVENT NAME: \_\_\_\_\_ LOCATION: \_\_\_\_\_

DATE(S): \_\_\_\_\_ EVENT CHAIRPERSON: \_\_\_\_\_

TD EVENT DAILY ALLOWANCE \_\_\_\_ days @ \$150.00 per day: \$ \_\_\_\_\_

*(Actual "Race Arena Inspection/Training/Competition Days." If multiple tasks are completed in one day, e.g.: travel and race arena inspection, only one (1) daily allowance may be invoiced.)*

TRAVEL ALLOWANCE \_\_\_\_ days @ \$150.00 per day: \$ \_\_\_\_\_

*(Actual "Travel Days" = one-way trip of 5 or more hours. Two one-way trips of less than 5 hours = 1 day.)*

CONTRACTOR'S FEE \_\_\_\_ days @ \$ \_\_\_\_\_ per day or flat rate \$ \_\_\_\_\_: \$ \_\_\_\_\_

TRAVEL: Own Auto \_\_\_\_ miles at \_\_\_\_\_ per mile @ IRS approved rate: \$ \_\_\_\_\_

*(Current rate is \$.70/mile; it may change on 01.01.26. Verify at: [irs.gov/tax-professionals/standard-mileage-rates](http://irs.gov/tax-professionals/standard-mileage-rates).)*

Rental Car: \$ \_\_\_\_\_

Airfare (Economy Class): \$ \_\_\_\_\_

LODGING (Please indicate if private home): \$ \_\_\_\_\_

MEALS (Other than those furnished by organizer): \$ \_\_\_\_\_

OTHER EXPENSES (Itemize below and attach receipts): \$ \_\_\_\_\_

**TOTAL ALLOWANCES/EXPENSE REIMBURSEMENT REQUESTED:** \$ \_\_\_\_\_



NAME \_\_\_\_\_ OFFICIAL CAPACITY \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

Please forward copy of Technical Delegate's expense reports as required by Region and/or Division.