

# International Collegiate Sales Competition

## Expense Reimbursement Request

**READ:** Florida State University will reimburse each University represented at the ICSC for travel (flight or mileage but not both, economy round trip, reservations must be made at least 3 weeks before arrival date). There should be no reimbursements for qualifying hotel accommodations as they are covered up front by the Master Account. See website for complete details regarding lodging. **IRS requires ITEMIZED RECEIPTS** showing the **airfare payment along with the FULL AIRFARE ITINERARY** in order to process the reimbursement. In-State Mileage will be calculated based on the Florida Department of Transportation Mileage Viewer, as required by the State of Florida. **Documentation to support mileage claim is required.** Each unique PAYEE should complete a separate form. *You MUST BE registered as the Faculty Coach and or Role-Play/Sales Management Competitors to qualify for reimbursement!* Forms must be submitted no later than **Friday, November 29, 2019** to Shannon Young by email [styoung@business.fsu.edu](mailto:styoung@business.fsu.edu), fax (850) 645-0009, or by mail to this address (**Please note: ONCE RECEIVED, Requests may take up to 8 weeks to process**), so **BE SURE to indicate the appropriate address for mailing at that time:**

Shannon Young  
FSU COB, The Sales Institute  
P.O. Box 3061110  
Tallahassee, FL 32306-1110

Date Submitted: \_\_\_\_\_

College or University Name: \_\_\_\_\_

Payee – Make the check payable to: \_\_\_\_\_

Mailing address – Mail the check to: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

### EXPENSES:

- Airfare \$ \_\_\_\_\_ **OR**
- Mileage \_\_\_\_\_ x \$.445 per mile = \$ \_\_\_\_\_ (Mileage paid is \$.445 per mile.)

Signature: \_\_\_\_\_

**FORM MUST BE COMPLETED IN ITS ENTIRETY TO QUALIFY FOR REIMBURSEMENT.**

**(Any requests submitted after November 29, 2019 will be subjected to a 50% penalty. Requests will not be accepted after Friday, December 13, 2019.)**

## Directions

Incomplete paperwork will further delay processing time. Items needed to submit complete paperwork includes:

If you are Driving, submit **ALL** of the following items:

1. Completed **AND** Signed Reimbursement Form.
2. MapQuest or similar documenting the mileage and route traveled.

If you are Flying, submit **ALL** of the following items:

1. Completed **AND** Signed Reimbursement Form.
2. Full Airline Itinerary.
3. Receipt showing payment **AND** purchasing transaction. For example: XXXX XXXX XXXX 0123 **or a** Bank statement showing the matching payment deduction.

**(Any requests submitted after November 29, 2019 will be subjected to a 50% penalty. Requests will not be accepted after Friday, December 13, 2019.)**