FVSEF Per Diem Request Form 2026-2027

Please complete and submit this form with your race/trip expenses to the Executive Director

___________ ______________________________________

Request Date **Employee Name**

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Event Name, Location, Dates

_____________ _______________________ **Ck. #**_______________

Days of per Diem **Amount**

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Employee Signature

Standard per diem is $70; half-day of travel is $35

FVSEF Mileage Request Form 2026-2027

- Reimbursed at the annual IRS rate (currently $0.725/mile). Gas receipts not required.
- No reimbursement for regular travel to Whitefish Mountain Resort.
- Travel begins and ends in Whitefish unless otherwise specified. Personal travel to departure or rendezvous points is not reimbursed.
- Coaches must carpool when possible. If a coach chooses not to carpool when a seat is available, mileage will not be reimbursed.
- For long-distance travel with few athletes, FVSEF may instead reimburse fuel costs (with receipts) plus $35/day for vehicle use.

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Event Name, Location, Dates

_______________________ _______________________

Mileage **Amount**