



BERMUDA OLYMPIC ASSOCIATION

**ELITE ATHLETE TRAVEL REIMBURSEMENT REPORT**

airfare, accomodations, per diem, baggage, entry fee, ground transport, visas  
**FINANCIAL REPORT from September 2025**

NATIONAL OLYMPIC COMMITTEE: Bermuda Olympic Association

PROGRAM'S NAME: Bermuda Government Elite Athlete Program ATHLETE NAME:

NAME OF EVENT: DATES OF EXPENSES:

EVENT DATES:

LIST OF EXPENSES: Complete all Columns I, II, III, IV, V, VI

I	II	III	IV	V	VI
INVOICE DATE	DESCRIPTION OF THE KIND OF ACTIVITY CARRIED OUT AND DETAILED EXPENSES	SUPPLIER / BENEFICIARY	INVOICE No.	AMOUNT IN NATIONAL CURRENCY	TOTAL IN USD
	Airfare: Cheapest Economy (submit email from TravelEdge confirming price check):				
	Event Entry Fee ( max \$200 per event):				
	Car rental or taxi to/from airport to location: \$100 per day up to a maximum of \$700 per event.				
	Hotel ( max \$200per night):				
	Per Diem (\$45/day): If air travel is less than 10 hours - 2 days before mandatory meetings on event schedule and 1 day after event. If air travel is more than 10 hours - 3 days before mandatory meetings on event schedule and 1 day after event.				
	Bike/luggage charge ( if not included in airfare):				
	Required Visa or ETA entry fees to country:				
	Gas reimbursement based on mileage to and from event: UK/EUR/AUD - 17.5c per km; USA/CAD 12c per mile . Provide google map print of start location and end location ( the event you drove to/from):				
	Other:				
TOTAL					\$ -

Place and date:

\_\_\_\_\_  
Athlete Signature

Currency Exchange Rates: (please note the rate of exchange used when converting to USD any foreign currency)

NSGB President

Note: 1) EXPENSE FORMS MUST BE ACCOMPANIED WITH ALL RECEIPTS AND RESULTS. ENSURE ALL CLAIMS ARE CONCISE AND IDENTIFIABLE.

Note: 2) SUBMIT TRAVEL EMAIL FROM TRAVELEDGE COMING PRICE CHECK.

Note: 3) RECEIPTS FROM CREDIT CARD STATEMENTS MUST INCLUDE A SUPPORTING INVOICE FOR ATHLETE\*\*

Note: 4) ELITE ATHLETE FUNDING shall be submitted promptly within 1 month of event.

Note: 5) PER DIEMS – Up to three days (under 10 hrs travel) or up to two days (over 10 hrs travel) prior to mandatory meetings and one day after the event schedule.

Note: 6) If claiming for more than one sporting event a separate form is required.

Note: 7) A & B athletes 6 events per year, C athletes 3 events. April 1 to March 31 each year.