

SOUTHERN TENNESSEE

USTA Tennessee 2017 Annual Meeting Travel Stipend Policy

USTA Tennessee will provide travel stipend reimbursement for funded attendees attending the 2017 TN Annual Meeting on January 27th & 28th. Funded attendees include current 2016-17 USTA TN Board of Directors, active 2016-17 Committee members, active 2017 JTT coordinators, and invited CTA Leadership who are travelling in from outside the greater Nashville area. See below chart to determine the amount you are eligible for based upon your travel distance:

2017 Annual Meeting Travel Stipend					
Cookeville/Jackson/Murfreesboro/Shelbyville	\$25				
Chattanooga/Knoxville/Memphis	\$50				
Bristol/Greeneville/Johnson City/ Kingsport	\$75				



Payable to

2017 USTA TN Annual Meeting

Funded Attendee Travel Stipend Invoice

Date

	Address:		DATE:		
	City/State/Zip:				
Attendee Name		Email Address		Phone Number	
Dates of Travel		Description of Expenses			Amount
	Travel Stipend to 2017 TN Annual Meeting				
	Instructions for Completion of Travel Stipend:				
	USTA TN has designated flat rate reimbursement amounts based on geographic				
	location attendee is traveling from. Please see the below key to determine how				
	much reimbursement to request on this form. Enter amount on right column under 'Amount' and in the Total box. Sign and date, and return to Paul Malone at				
	paulmalone@ustatn.com or via mail- 1029 17th Ave S, Nashville TN 37212, <i>no later</i>				
	than Friday, February 10th. Checks will be issued and placed in mail on				
	Thursday, Feb 16th. Any requests not received by 2/10 will not be issued checks.				
I attended as:	Board Member	Committee Member CTA Le	adership JTT	Coor dinator	
(circle one)					
	Travel from:				
	Cookeville/Jackson/	Murfreesboro/Shelbyville	\$25.00		
	Chattanooga/Knoxvi	lle/Memphis	\$50.00		
	Bristol/Greeneville/	Johnson City/ Kingsport	\$75.00		
				TOTAL	
I hereby confirm that I attended and participated in the 2017 USTA TN Annual Meeting. This request is for funds to supplement travel costs incurred in order to attend the event in Nashville, TN					
			Signature		Date

If you have any questions please email: Paul Malone at paulmalone@ustatn.com