



**SOUTHERN
TENNESSEE**

USTA Tennessee 2019 Annual Meeting Travel Stipend Policy

USTA Tennessee will provide travel stipend reimbursement for funded attendees attending the 2019 TN Annual Meeting on January 25th & 26th. Funded attendees include current 2018-19 USTA TN Board of Directors, active 2018-19 Committee members, and active 2019 JTT coordinators 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:

2019 Annual Meeting Travel Stipend	
Camden/Cookeville/Murfreesboro/Shelbyville	\$25
Chattanooga/Jackson/Knoxville/Memphis	\$50
Bristol/Greeneville/Johnson City/ Kingsport	\$75



Payable to Name: _____

DATE: _____

Address: _____

City/State/Zip: _____

Attendee Name	Email Address	Phone Number
Dates of Travel	Description of Expenses	Amount
	Travel Stipend to 2019 TN Annual Meeting	
<p style="text-align: center;">Instructions for Completion of Travel Stipend:</p> <p>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- 220 Athens Way, Ste 110, Nashville TN 37228, no later than Friday, February 8th. Checks will be issued and placed in mail on Thursday, Feb 14th. Any requests not received by 2/8 will not be issued checks.</p>		
<p>I attended as: <u>Board Member</u> <u>Committee Member</u> <u>JTT Coordinator</u> (circle one)</p>		
<p>Travel from: <input type="text"/></p>		
Camden/Cookeville/Murfreesboro/Shelbyville		\$25.00
Chattanooga/Jackson/Knoxville/Memphis		\$50.00
Bristol/Greeneville/Johnson City/ Kingsport		\$75.00
TOTAL		

I hereby confirm that I attended and participated in the 2019 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**