



2024-25 USA Fencing Domestic Expense Form Part Time

Name: Address: City, State, Zip: Phone: Email: Signature: Name and Location of Event (North American Cup October, November etc.): Role at Event (Referee, Armorer, Sports Medicine, Bout Committee, etc.): Referee Rating: Epee _____ Foil _____ Saber _____	USA Fencing Office Use Only Date Received: Member: _____ W-9: _____ Emailed: _____															
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Account Code</th> <th style="width: 55%;">Expense Type</th> <th style="width: 30%;">Amount of Expense</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">500420</td> <td>Per Diem: \$ _____ X _____ Days</td> <td style="text-align: center;">US \$ _____</td> </tr> <tr> <td style="text-align: center;">500220</td> <td>Honorarium: \$ _____ X _____ Days</td> <td style="text-align: center;">US \$ _____</td> </tr> <tr> <td></td> <td>Other Expenses (must include receipts)</td> <td style="text-align: center;">US \$ _____</td> </tr> <tr> <td colspan="2"> Total Reimbursement Request ***All expenses are subject to approval by the program director </td> <td style="text-align: center;">US \$ _____</td> </tr> </tbody> </table>	Account Code	Expense Type	Amount of Expense	500420	Per Diem: \$ _____ X _____ Days	US \$ _____	500220	Honorarium: \$ _____ X _____ Days	US \$ _____		Other Expenses (must include receipts)	US \$ _____	Total Reimbursement Request ***All expenses are subject to approval by the program director		US \$ _____	
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This form and any accompanying receipts can be emailed to:
ExpenseForms@USAFencing.org or Uploaded to your Emburse
 Certify account. Please view [this page](#) for how to log into Emburse as
 well as uploading your receipts. **NOTE: Starting with the 2025 January
 NAC, all officials will be required to upload all documents to Emburse
 Certify.**

1. A Part-time Tournament Official is a USA Fencing member in good standing who has successfully completed the background screen process and who is asked to serve the organization as a Tournament Official. A Part-time Tournament Official has been contracted to work a portion (two or one days for a North American Cup or no more than 4 days for Summer Nationals) of a specific tournament. Compensation will include the following:
 - a) Per diem - \$50/day
 - b) Honorarium
 - c) Lunch is provided on service days
 - d) Up to \$50* per service day reimbursement for housing and/or travel expenses, with appropriate receipts.

***\$75 per service day for Summer Nationals**