

2017 NORTHWEST FOLKLIFE TRAVEL REIMBURSEMENT FORM

Please Print Clearly and Read our Travel Reimbursement Policy

(Parking reimbursements not accepted)



NAME OF PERFORMER / GROUP: _____

MAKE CHECK OUT TO: _____

MAILING ADDRESS: _____

CITY: _____ STATE/PROV: _____ ZIP: _____

COUNTRY: _____ DAYTIME PHONE: _____

EMAIL: _____

A reimbursement request for driven miles may be submitted ONLY by the vehicle driver.

I was the driver of a vehicle from (city, state): _____

The one-way distance was _____ miles.

All forms of transportation other than car (train / bus / ferry / plane) require a copy of the original receipts.

I used another form of transportation. Please circle what's appropriate: TRAIN / BUS / FERRY / PLANE

The one-way fare from (city, state) _____ was \$ _____ US dollars).

Please mark ONE box below:

I elect payment by direct deposit and have included my Direct Deposit Form.

I elect payment by check and commit to depositing or cashing this check within 30-days of receipt.

PRINTED NAME

SIGNATURE

Travel Reimbursement Policy

Travel Reimbursement Form:

Each driver or performer who wishes a reimbursement for mileage or other forms of transportation must submit a travel reimbursement form during the Festival Weekend. Reimbursement forms are available online at <http://www.nwfolklife.org/perform-at-the-festival/> and at Performer Registration on the day-of your performance. Be prepared and have your form filled out before checking in. Reimbursement forms must be **submitted by 8:00pm, Monday, May 29 at the Performer Registration booth**. Late requests will not be considered.

General Mileage and Reimbursement Criteria:

Northwest Folklife reimburses performers \$.30 per mile, one way, for those travelling outside the city of Seattle. Mileage is based on MapQuest.com figures using the most direct route. You may submit separate requests for separate vehicles, but not separate requests for individual performers. **The maximum travel reimbursement is \$150 per request or \$500 per group**. All forms of transportation other than car (train / bus / ferry / plane) require a copy of the original receipts. A check will be mailed within 30 days after the festival to the address you provide on the travel reimbursement form.

Go Green and Embrace Direct Deposit:

Northwest Folklife encourages the convenient option of direct deposit for travel reimbursements. By choosing direct deposit it: automatically deposits funds shortly after the festival ends, eliminates a trip to the bank, reduces lost or stolen checks and most importantly, it helps Northwest Folklife staff get you your money quicker and safer. A direct deposit form and travel reimbursement form must be turned into Performer Registration together. Direct deposit slips are available online at <http://www.nwfolklife.org/perform-at-the-festival/> and at Performer Registration on the day-of your performance.

Lost, Stolen and Uncashed Checks:

Keep in mind that check fraud is one of the largest challenges facing businesses and financial institutions today, so please make sure you cash/deposit your travel reimbursement check immediately upon receipt.

Please cash your check within 30 days of receipt! This helps reduce our accounting costs in the monitoring of uncashed checks and saves Northwest Folklife at least a \$1,000 per year. **If Northwest Folklife needs to reissue a check, a \$30 fee will be subtracted from your travel reimbursement check.**

For office use only:

Miles _____ Other _____ # _____ Total _____

Check Date _____