



The English-Speaking Union National Shakespeare Competition

2016 TRAVEL REIMBURSEMENT FORM

Only your child's travel expenses for the ESU National Shakespeare Competition are reimbursable. To receive reimbursement, complete this form and return with the receipt for your child's ticket. The receipt must indicate the total cost of the ticket. Note: Baggage and other airline fees are *not* reimbursable.

Competitor Travel Information

Arrival Flight, Train or Bus (to New York City)

Airline/Train/Bus Line: _____
Flight/Train/Bus Number: _____
Departure City: _____
Departure Time: _____
Arrival City: _____
Arrival Time: _____

Ticket Cost: _____

Departure Flight, Train or Bus (from New York City)

Airline/Train/Bus Line: _____
Flight/Train/Bus Number: _____
Departure City: _____
Departure Time: _____
Arrival City: _____
Arrival Time: _____

Ticket Cost: _____

Reimbursement Information *(Note: This information must match your ticket receipt.)*

Name for Reimbursement Check: _____

Mailing Address: _____

Signature

Print Name

Date

*Note: If your completed reimbursement form and receipt are received at ESU National Headquarters in New York by April 1, 2016, a reimbursement check will be mailed immediately after the competition. For any reimbursement forms or receipts received after April 1st, a reimbursement check will be issued and mailed after May 3, 2016. **For accounting purposes, forms must be received by June 1, 2016.***

Questions? Contact: Katharine Strobel at 212-818-1200 x 223 or kstrobel@esuus.org.