



## The English-Speaking Union National Shakespeare Competition

### 2017 TRAVEL REIMBURSEMENT FORM *DUE TO YOUR ESU BRANCH SHAKESPEARE COORDINATOR NO LATER THAN APRIL 15, 2017*

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 to your ESU Branch Coordinator. The receipt must indicate the total cost of the ticket. Note: Baggage and other airline fees are *not* reimbursable.

#### Contestant Travel Information – Please select one

☐ Child will be traveling with parent(s)/guardian(s) –OR– ☐ Child will be traveling to New York City alone

#### 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: \_\_\_\_\_

*If you have any questions about your transportation arrangements, please call Taylor Peterson at 212-818-1200, ext. 212.*

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

Name for Reimbursement Check: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**Branches:** please submit this form to process reimbursement to your branch from ESU National. Reimbursement will be sent to your branch treasurer, unless you indicate otherwise.

Questions? Contact Taylor Peterson at 212-818-1200 ext. 212 or [shakespeare@esuus.org](mailto:shakespeare@esuus.org)