

Application for Trip Deposit Advance/Reimbursement

The INTRO Committee will grant an advance or reimbursement to pay for deposits for overnight trips on a case-by-case basis. To apply for an advance, the trip leader has to fill out and submit this application to the chair of the INTRO Committee, Ed McManmon (epmcmannon@nii.net), at least three weeks before the due date of the deposit. A copy of the lodging contract needs to be attached. The request will be reviewed by the INTRO Committee. If the request is granted, the treasurer will issue a check directly to the facility. There is no deadline for applying for reimbursement after a leader has paid the trip deposit.

The INTRO Committee expects a leader to be fiscally prudent. It is the sole responsibility of the leader to adjust the number of reservations with the lodging facility according to their cancellation policy. It is strongly advised that the leader decrease the number of reservations if there are still openings on the trip by the latest penalty-free cancellation date. The INTRO Committee recommends that leaders have a refund policy for the trip, clearly stated in advance to all participants and potential participants. **The advance is not meant to cover any losses due to overbooking and/or cancellations by participants.**

For the INTRO Committee to have the necessary cash flow for other trip-advance requests, leaders should pay back the advance at the earliest possible time, but no later than two weeks after the trip.

Leader: Name, phone number, email address:

Name of trip: _____

Date of trip (from – to): _____

Number of participants, including the leader(s) and co-leader(s): _____

Amount of deposit requested: _____ Due date: _____

Name and address of lodging facility or leader (and how the check should be made out):

Name of contact person at lodging facility: _____

Phone number: _____ Email address: _____

For Committee use only:

Date request was received:

Date decision was made:

Decision: YES NO

Reason:

Date leader was notified:

By:

Date check was sent:

By: