



## Request for parking reimbursement

By relinquishing parking passes/ receipts, I understand that:

- Passes must cost a minimum of \$3.00 each
- Reimbursements will amount up to no more than \$5.00 per day/ event
- Parking reimbursements are valid for only T.E.A.M. appointed parking spots
- Parking passes must be turned within 30 days of event in order to receive a reimbursement

Today's Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_

Place/ Name of Event: \_\_\_\_\_

Amount paid to park: \_\_\_\_\_