



Nevada PVA
704 S. Jones Blvd.
Las Vegas, NV 89131
702/646-0040

Individual Funding Request Application

Date Submitted: _____

Last Name: _____

First Name: _____

Address: _____

Telephone Number: _____

Email: _____

Type of Membership:

PVA Life Member: _____

Other _____

Function/Event Information:

Event Title: _____

Event Location: _____

Event Dates: _____

Estimated Expenses:

Member

Attendant

Entry/Registration Fee

\$ _____

\$ _____

Hotel: No. of Nights _____

\$ _____

Room to be shared

Banquet Fee

\$ _____

\$ _____

Transportation

\$ _____

\$ _____ (only if going by air)

(Based on Y Class Airfare or \$0.70/mile whichever is less)

If driving Parking

\$ _____

Other Transportation

Uber/Lyft/Taxi

\$ _____

Per Diem (60% of nightly rate)

\$ _____

\$ _____

Not to exceed \$95 per day

Total Requested for Both

\$ _____

80% Pd by PVA up front \$ _____

You will be paid the 20% balance due upon submission of your expense report.

Please keep in mind all funding requests are voted on and budgeted. It is your responsibility to remain within the approved budgeted allotment. Any amount over can be denied for reimbursement. Any checks lost and needed to be replaced can be subjected to the \$35 bank cancellation fee.

Funding Requests **must be** submitted no less than **30 days** before the event.

Requests for funding are submitted with the understanding that **Original Receipts** will be submitted within one (1) week of return from the funded event. Any unused funds will be returned to Nevada PVA to be re-deposited in the appropriate account. Your signature below constitutes agree of the terms of this funding application. Non-compliance could result in denial of further funding.

Signed: _____

Dated: _____

Individual Funding Request

Nevada PVA will pay estimated expenses for various sporting events. The member requesting the funding **must** have completed 4 hours of volunteer time per event they are requesting funding for. Funding for the National Veterans Wheelchair Games requires a total of 12 hours volunteer time

An Individual Funding Request Application must be turned in **no later** than 1 month prior to the event. Applications must be turned in, in time to be discussed at the prior month's Board of Director's meeting. Meetings take place the second (2nd) Wednesday of each month.

The application must be filled out in full including any money being requested for an attendant. Attendants must travel via the same mode of travel as the member and must share their room during the event.

Nevada PVA will pay 80% of the estimated costs for the member (and attendant if one is required) prior to the event. **Original** receipts must be turned in for **both** the member and attendant. Expenses without receipts will be presented to the Board for approval.

An expense report must be turned in with one (1) week of return from the funded event. Any unused funds **must** be returned to Nevada PVA. Any expenses over the initial 80%, up to the total requested will be reimbursed to the member, upon submission of the expense report, **only** if there are accompanying receipts. Also to be submitted with the expense report is a write up from the member regarding their experiences at the funded event. This write up will be published in the next issue of the Nevada PVA Newsletter.

Non-compliance of these rules and regulations could result in denial of further funding.