

CGHQ/BASE NCR MWR TICKET REIMBURSEMENT FORM

Employee Contact Information		
RANK: _____	FIRST NAME: _____	LAST NAME: _____
UNIT: _____	DEPT/DIV/OFFICE _____	WORK PHONE: _____

_____	Date _____	Number of tickets _____	Cost per ticket _____
First Event			
_____	Date _____	Number of tickets _____	Cost per ticket _____
Second Event			
_____	Date _____	Number of tickets _____	Cost per ticket _____
Third Event			
_____	Date _____	Number of tickets _____	Cost per ticket _____
Fourth Event			

REIMBURSEMENT CALCULATION (see page 2 of form for examples):

# of Tickets (Note 1)	Cost PER Ticket	Total Cost	Max allowed (per ticket)	Amt Payable if less than \$5 per ticket (Note 2)	Maximum Reimbursement
Total Requested					
Limited Funds Multiplier - (Note 3)					
Amount Authorized for Reimbursement					
Note (1) Combine tickets of same value - do not average Note (2) Maximum Allowed is lesser of 80% of cost or \$5 per ticket Note (3) Limited Funds - Multiplier may be applied per policy					MWR Check# Issued

I understand that this form must be personally submitted to the unit MWR Representative or MWR Funds Custodian by me (the eligible member) no later than the 10th day of the month following the end of the MWR quarter (ending Apr 30th/ July 31st/ Oct 31st/ Jan 31st) in which the event, which reimbursement is being sought for, was attended. I further understand that the CGHQ/Base NCR MWR Ticket Reimbursement Program is intended to encourage and support Active Duty members to participate in wholesome recreational and cultural activities and that the rules and procedures are provided in BASENCRINST 1710.6(series). By my signature below I request reimbursement for attendance by myself and any authorized dependents and guests for the activity or events shown above; I further understand that I must submit fully paid receipts/ticket stubs/proof of payment for the activities with this form; I declare that I have abided by the rules and regulations for this program as set forth in BASENCRINST 1710.6(series).

Signature

Date

CALCULATION OF TICKET REIMBURSEMENT CLAIMS

The amount of reimbursement will depend on funds available and the number of submissions made each quarter, see enclosure (1) concerning funding and equitable distributions. Reimbursements per member are limited to the lesser value of:

- (1) 80% of the cost per ticket.
- (2) Maximum of \$5 per ticket.
- (3) \$25 maximum per quarter.

Example:

A member, with 3 dependents (spouse and two children) and pays for a visiting guests (mother) to an eligible event (i.e. movie) during MWR FY QTR 1 (FEB – APR) that costs a total of \$72.50 (4 tickets at \$12.50 each and 3 at \$7.50 each).

Member may submit a claim for Ticket Reimbursement of the 7 tickets no later than 10 May (10 days after the close of the Fiscal Quarter in which the event occurred).

Actual Expenditure Reimbursed Amount (Full Funding Available):

If the total reimbursement amount of *all* claims submitted by *all* members at the end of the quarter totals less than the available budgeted funds; then members will receive the maximum amounts authorized under the program for their claim(s).

Ticket Costs:	(\$7.50 x 3)	+	(\$4.00 x 2)	=	\$30.50
80% of Ticket Costs:	(\$22.50 x 0.80)	+	(\$8.00 x 0.80)	=	\$24.50
Up to \$5 Max allowed per ticket:	(\$5.00 x 3)	+	(\$4.00 x 2)	=	\$23.00
Maximum Authorized per Quarter:				=	\$25.00
Reimbursable Amount (not to exceed \$25 per quarter):				=	\$23.00

Actual Expenditure Reimbursed Amount (Funding Limited):

If the total reimbursement amount of *all* claims submitted by *all* members at the end of the quarter totals greater than the available budgeted funds; then a multiplier will be used to determine a member(s) benefit based on a ratio of available funds to total amount requested for reimbursement.

Ratio: The available budgeted funds for the first quarter (Feb-Apr) shall be divided by the total reimbursable amount of all approved claims submitted to determine the multiplier to be used against all claims that quarter.

[\$1000/\$1200 (funds available / amounts claimed) = a multiplier of .83]

Ticket Costs:	(\$7.50 x 3)	+	(\$4.00 x 2)	=	\$30.50
80% of Ticket Costs:	(\$22.50 x 0.80)	+	(\$8.00 x 0.80)	=	\$24.50
Up to \$5 Max allowed per ticket:	(\$5.00 x 3)	+	(\$4.00 x 2)	=	\$23.00
Limited Funds Multiplier Imposed:	(23.00 x 0.83)			=	\$19.09
Reimbursable Amount (not to exceed \$25 per quarter):				=	\$19.09