



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:**

	<b>Member</b>	<b>Attendant</b>
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 \$0.72.5/mile whichever is less)	
If driving Parking	\$ _____	
Other Transportation		
Uber/Lyft/Taxi	\$ _____	
Per Diem (60% of nightly rate)	\$ _____	\$ _____
<b>Not to exceed \$95 per day</b>		
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.