

SBE/NFL GAME DAY FREQUENCY COORDINATION VOUCHER

Use for 2007 Season

Use this form to request a gratuity and/or expense reimbursement for each NFL game that you serve as Game Day Coordinator or as Assistant Game Day Coordinator. A separate voucher must be mailed, faxed or e-mailed to the SBE National Office within one week after EACH game. Only one Primary GDC and one Assistant GDC may submit vouchers per game.

REIMBURSEMENT OF OUT-OF-POCKET EXPENSES: Only Primary GDCs are eligible for expense reimbursement. It is not required to submit receipts for expenses. Simply list amounts on the lines provided below. The request by Primary GDCs for reimbursement may not exceed \$150 per game. Reimbursement of expenses is available for all pre-season, regular season and playoff games except the Super Bowl.

GRATUITY: A gratuity is available for each regular season or playoff game (except the Super Bowl) in the amount of \$150 for Primary GDCs and \$100 for Assistant GDCs and must be accepted or declined. The total gratuity paid to you during each calendar year will be reported to the IRS the following January if it totals or exceeds \$600. SBE must have your SSN or EIN on file for you to receive the gratuity. The gratuity is NOT available for pre-season games.

Game Date: _____

Home Team: _____

Check One: Primary GDC Assistant GDC

Reimbursement (Primary GDCs only - no more than \$150)

Transportation \$ _____

Telephone \$ _____

Food \$ _____

Parking \$ _____

Miscellaneous \$ _____

Acct. # 856 **Expense Total** \$ _____

Gratuity - Primary and Assistant GDCs (regular season and playoffs only) **Primary GDC - \$150 Asst. GDC - \$100**

Acct. # 845 **Accept** **Decline**

TOTAL GRATUITY AND/OR

REIMBURSEMENT \$ _____

To SBE: Please make check payable and mail to:

Print Name _____

Address _____

City _____

State _____ Zip Code _____

E-mail _____

Phone _____

Social Security # or EIN _____

Return voucher to: Society of Broadcast Engineers

Fax: (317) 846-9120 **E-mail:** dhennessy@sbe.org or

Mail to: SBE, 9102 N. Meridian St., Ste. 150, Indianapolis, IN 46260.

Please allow 3 weeks for payment.

Questions? E-mail or call Debbie Hennessey at (317) 846-9000.