

Dear

This letter is to confirm your acceptance to judge at the \_\_\_\_\_ to be held on \_\_\_\_\_  
\_\_\_\_\_. Thank you for agreeing to be a member of our judging panel.

Your assignment to judge is:

- \_\_\_\_\_ :
- \_\_\_\_\_ :

The \_\_\_\_\_ will pay an honorarium to its judges of \$ \_\_\_\_\_ per \_\_\_\_\_  
\_\_\_\_\_. We will also reimburse reasonable expenses you may incur as detailed in this contract. Please submit an expense report and receipts to substantiate your expenses to the club Treasurer \_\_\_\_\_ within 10 days of the event at which you judge. Expenses received after 10 days of the event will not be considered by the club.

The \_\_\_\_\_ **will pay for air travel with the following conditions:** The \_\_\_\_\_ **will pay for a round-trip economy ticket with a Saturday-night stay from a regional airport close to your home, purchased at least 30 days in advance of your travel date. If there are two regional airports reasonably close to your home, The \_\_\_\_\_ will pay for a ticket from the one with the lowest fares. D`YUqYbchY.** \_\_\_\_\_

\_\_\_\_\_ **Any deviation from these restrictions will be at your expense.**

The \_\_\_\_\_ will arrange and pay for all hotel accommodations. The \_\_\_\_\_ will arrange for ground transportation to and from the airport/hotel/show grounds. Please ask the front desk to imprint your personal credit card for incidentals. **Upon checkout, please make sure you are not charged for your room. Please checkout only for the incidentals on your personal credit card.** Should you choose to extend your stay in the area \_\_\_\_\_ will only be responsible for hotel accommodations and ground transportation up to and including the date of the previously scheduled departure.

Acceptable expenses:

- Airport parking- The \_\_\_\_\_ will reimburse substantiated parking charges at the point of departure airport and mileage to/from the airport in the amount of \_\_\_per mile.

- Automobile- The \_\_\_\_\_ will reimburse \$ \_\_\_\_\_ per mile plus tolls if you drive to/from your home to the show site. If you live a considerable distance from \_\_\_\_\_ and choose to drive from your home, The \_\_\_\_\_ will only reimburse mileage up to the cost of a round-trip economy ticket with a Saturday-night stay from an airport reasonably close to your home, purchased at least 30 days in advance of your travel date. RV reservations at the \_\_\_\_\_ should be made by you and the cost submitted as an expense report item.
- Meals and Incidental Expenses-Reasonable charges for meals and incidental expenses not provided by the \_\_\_\_\_ will be reimbursed up to a maximum per diem expenditure of \$ \_\_\_\_\_ for each full day of travel.

Unacceptable charges include, but are not limited to: baby, house or dog sitters, special meals, airfare upgrades/changes, alcoholic beverages, phone calls charged to your hotel room and car rentals. Exceptions must have prior approval by The \_\_\_\_\_ in writing.

Please find enclosed an expense report to help track your reimbursable expenses.

Please read, sign and return one copy of this contract and the judging assignment sheet to the \_\_\_\_\_. The additional copies are for your records. If you have any additional questions, please contact me the Club Event Chairperson .....  
 .....Thank you for being a part of our event!

Sincerely,

I have read the contract for judging at \_\_\_\_\_ events. I accept and agree to the terms and conditions of the judging contract as listed above and to the attached Judging Assignment as presented to me:

\_\_\_\_\_  
 Signature of

Cell phone: \_\_\_\_\_

E-mail: \_\_\_\_\_