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MARINE CORPS COMMUNITY SERVICES DESKTOP PROCEDURES

From: Director of Semper Fit
To: Distribution List

Subj: DESKTOP PROCEDURES FOR REIMBURSEMENT OF ENTRY FEES FOR PARTICIPATING
IN THE MARINE CORPS MARATHON

Encl: (1) Marathon Program Reimbursement Form

1. Purpose. To publish Desktop Procedures for the promotion of physical fitness within the Headquarters and Service Battalion, Henderson Hall through the support of participation in the Marine Corps Marathon.

2. Information. Marine Corps Community Services, Henderson Hall Semper Fit Branch will reimburse Junior Marines, E1-E5, 100% of the entry fee for the Marine Corps Marathon Race.

3. Procedures.

a. Requesting patron must be an Active Duty Junior Marine, E1-E5 assigned to Headquarters and Service Battalion, Henderson Hall.

b. The requesting patron will submit his/her request for registration reimbursement on the Marathon Program Reimbursement Form, enclosure (1), to the Semper Fit Office located on Henderson Hall, in building 29. The request must be submitted 30 days prior to the run event.

c. Reimbursement checks will be issued after receipt of proof of participating in the run event. It is the responsibility of the patron submitting the Request for Reimbursement Form to prove that he/she did participate in the run event thru submission of receipt which includes the race title and total registration fee paid.

d. It is the responsibility of the patrons to pick up their check for reimbursement at the Semper Fit Office on Henderson Hall. Checks will be available for pick up within one week after receipt of proof of participation has been submitted to the Semper Fit Office.

e. Marathon Program Reimbursement Forms will be on file in the Semper Fit Office for one year, enclosure (1).

4. Program Coordinator(s): Administrative Support Assistant

ELAINE DURDEN-HUNTER

Distribution: B