

COACH _____ TEAM _____ DATE _____

EXPENSE CATEGORY								TOTAL
AIRFARE								
AUTO RENTAL - MID SIZE OR SMALLER								
AUTO RENTAL - GAS								
HOTEL								
LAUNDRY								
MEAL: BREAKFAST								
MEAL: LUNCH								
MEAL: DINNER								
OTHER (DESCRIBE)								
TAXI, SHUTTLE, BUS, ETC.								
TELEPHONE 7 FAX								
TOTALS								

- MEAL PER DIEM: UP TO A MAXIMUM OF: \$11 BREAKFAST / \$15 LUNCH \$25 DINNER
 - FOR A ONE GAME TRIP, THE MEAL PER DIEM IS UP TO A MAXIMUM OF \$20
 - \$4 INCIDENTALS
 - RENTAL FOR CARS LARGER THAN MID SIZE MUST BE PRE-APPROVED BY TEAM TREASURER
- TOTAL PERSONAL AUTO/MILEAGE _____
TOTAL AMT TO BE REIMBURSED _____

Please provide receipts for all expenses. Only expenses actually incurred by the coach will be reimbursed.

COACH SIGNATURE _____

APPROVAL (PRINT) _____

APPROVAL (SIGNATURE) _____

PERSONAL AUTO EXPENSE / MILEAGE DETAIL:

DATE	FROM	TO	MILES	\$0.625 PER MILE
TOTAL MILEAGE (INSERT TOTAL ABOVE)				

OTHER EXPENSES:

DATE	DESCRIPTION OF "OTHER"