

**NCFC EXPENSE REIMBURSEMENT FORM**

**TRAVEL EXPENSE FORM**

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	\$0.655 PER MILE
TOTAL MILEAGE (INSERT TOTAL ABOVE)				

**OTHER EXPENSES:**

DATE	DESCRIPTION OF "OTHER"