

**REIMBURSEMENT REQUEST**

**COMPLETE AND TURN IN TO OFFICE WITH RECEIPTS WITH COACH AND MANAGER SIGNATURE.**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE(S): \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TEAM NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2ND TEAM NAME (if splitting cost): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MEALS: (limited to 40.00/day) \*\* NO meals for day trips \*\***

**FRIDAY (20.00 if first game before noon on Sat) $\_\_\_\_\_\_\_\_\_**

**SATURDAY $ \_\_\_\_\_\_\_\_\_**

**SUNDAY (home by 4:00; 20.00 only) $\_\_\_\_\_\_\_\_\_**

**TOTAL MEALS $\_\_\_\_\_\_\_\_\_\_**

**HOTEL:**

**Room Rate: $\_\_\_\_\_\_\_\_\_\_**

**Number of Nights \_\_\_\_\_\_\_\_\_\_\_**

**Taxes $\_\_\_\_\_\_\_\_\_\_**

**TOTAL HOTEL CHARGES $\_\_\_\_\_\_\_\_\_\_**

**MILEAGE:**

**Location of tournament/game \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (city)**

**Travel mileage (to/from location) \_\_\_\_\_\_\_\_\_\_**

**Local mileage (during tournament) \_\_\_\_\_\_\_\_\_\_**

**Total # of miles: \_\_\_\_\_\_\_\_\_\_ x .55 = $\_\_\_\_\_\_\_\_\_\_\_**

**TOTAL REIMBURSEABLE EXPENSES: $\_\_\_\_\_\_\_\_\_\_\_**

**Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(signature of Coach)**

**Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(signature of Manager)**