

**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)**