

Coach Travel Reimbursement from Team

Submit to Team Treasurer for Tournament Travel and ECNL league travel

REQUEST FOR REIMBURSEMENT

Instructions: Fill out the Request for Reimbursement Form Completely. Attach receipts. Without appropriate documentation, no reimbursement will be issued. Submit request to the Team Treasurer

Date: ___/___/___ Team: _____

Person making Request: _____

Check Payable To (Coach): _____

Miles: _____ x 56 cents (\$0.56)= _____

Lodging: _____

Tolls: _____

Food: _____

Food: _____

Total Reimbursement Request: _____

Reimbursement Requested
for (City/Date): _____

Signature: _____

Paid By Treasurer: _____

Date: ___/___/___ Check #: _____ Amount: _____

* Coach will be reimbursed for reasonable travel expenses when required for overnight trips. Coach will be reimbursed for the actual cost of meals up to the maximum: \$10.00 per Breakfast, \$15.00 per Lunch, and \$25.00 per dinner subject to the submission of receipts. For day trips over 100 miles from Starfire, coach will be reimbursed up to \$20 for meals with receipt. Mileage will be paid at 56 cents per mile (\$0.56) for games that are located more than 50 miles, one-way, from Starfire Sports Complex. If a coach elects to fly to one of these locations, the cost of their airfare may be reimbursed up to the amount they would be eligible for mileage reimbursement. (Flights to Spokane in lieu of mileage and hotel are reimbursable up to \$350.)