

Coach Travel Reimbursement Request from the Club

You will submit to Club Treasurer for WA Rush Cup, RCL Games and State Cup Games

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 (Coach): _____

Miles _____ times 35 cents = _____

Lodging _____

Food _____

Food _____

Total reimbursement request: _____

Reimbursement

Requested for (City/date): _____

Signature: _____

Paid by (Team 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: \$7.00 per breakfast, \$10.00 per lunch and \$13.00 per dinner subject to the submission of receipts. Mileage will be paid at 35 cents per mile for games that are located more than 75 miles one way from Starfire subject to a maximum reimbursement of \$150.00 per round trip (to include, Vancouver, Yakima, Tri-Cities, Spokane, and Whatcom).