

Coach Travel Reimbursement Request

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): _____

Address: _____

Reimbursement
Requested for (City/date): _____

Signature: _____

Paid by (Team Treasurer _____)

Date: _____ Check #: _____ Amount: _____

Comments: _____

Team Paid Expenses: If a team chooses a tournament other than the Club chosen tournaments or does not choose a tournament within 75 miles of Starfire for their "team pick" tournament, all costs (tournament fee, coach/manager expenses, hotel, and transportation costs) are the responsibility of the team. Please refer to the Club Travel Policy for specific details