

# HIGH COUNTRY SOCCER ASSOCIATION

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## TRAVEL & EXPENSE REIMBURSEMENT FORM

\_\_\_\_\_  
 COACH NAME

\_\_\_\_\_  
 SEASON

### TRAVEL REIMBURSEMENT

**EVENT** League away game, tournament, coaching course, etc.  
**TEAM** List all teams served on trip  
**MILES** \$.50 per mile

**PER DIEM** \$15 per away trip, \$30 per 24 hours  
**HOTEL** Hotel Accommodations  
**OTHER** Coaching education or other approve expense

DATE	EVENT	TEAM(S)	ROUND TRIP MILES	MILES x .50	PER DIEM	HOTEL	OTHER	SUBTOTAL
<b>TRAVEL REIMBURSEMENT TOTAL</b>								

### EXPENSE REIMBURSEMENT

DATE	VENDOR	EXPENSE DESCRIPTION	BUDGET CATEGORY	SUBTOTAL
<b>EXPENSE REIMBURSEMENT TOTAL</b>				

**TOTAL TRAVEL REIMBURSMENT + EXPENSE REIMBURSMENT** \_\_\_\_\_

\_\_\_\_\_  
 COACH SIGNATURE

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 DOC SIGNATURE

\_\_\_\_\_  
 DATE