



COACH TRAVEL REIMBURSEMENT FORM

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City SC San Marcos is a 501(c)(3) non-profit organization

PLEASE FILL IN ALL FIELDS BELOW USING ADOBE READER TO GAIN CORRECT TOTAL REIMBURSEMENT VALUE

DATE [] TEAM [] COACH NAME []

MAILING ADDRESS

STREET [] STATE [] ZIP CODE []

TRAVEL DATE [] REASON FOR TRAVEL []
(league game, tournament, showcase)

NO. OF TRAVEL DAYS [] TRAVEL DAY PER DIEM TOTAL []
(travel day per diem = \$45)
(travel by car or plane > 4 hrs)

NO. OF FULL DAYS [] FULL DAY PER DIEM TOTAL []
(daily per diem = \$60)
(full day = 8 hrs or more)

*TOTAL NO. OF MILES [] MILEAGE TOTAL []
(65.5 cents per mile)
(travel by car > 35 miles in one direction)

*To calculate:
1. Subtract 35 from the total miles in one direction.

2. Multiply the answer in (1) by 2. HOTEL TOTAL []

AIRFARE TOTAL []

RENTAL CAR TOTAL []

OTHER EXPENSES []
(parking, gas, etc.)

TOTAL REIMBURSED []

DATE OF REIMBURSEMENT []

REIMBURSEMENT METHOD []
(by check [include check #], venmo, cash, etc)

COACH'S SIGNATURE: _____