



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 = \$50)
 (travel by car or plane > 4 hrs)

NO. OF FULL DAYS FULL DAY PER DIEM TOTAL
(daily per diem = \$75)
 (full day = 8 hrs or more)

*TOTAL NO. OF MILES MILEAGE TOTAL
(72.5 cents per mile)
 (travel by car > 40 miles in one direction)

*To calculate:
 1. Total miles in one direction
 2. Multiply the answer in (1) by 2.

HOTEL TOTAL

AIRFARE TOTAL

RENTAL CAR TOTAL

OTHER EXPENSES
(parking, gas, meals not covered by per diem, etc.)

TOTAL REIMBURSED

DATE OF REIMBURSEMENT

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

COACH'S SIGNATURE: _____