



MILEAGE & EXPENSE REIMBURSEMENT

DAILY EXPENSES:	Tournament				Location			TOTAL:
	Date:	Date:	Date:	Date:	Date:	Date:	Date:	
Lodging								
Meals- \$30 per diem								
Equipment. (list & attach receipts)								
Misc. (list & attach receipts)								
Auto- Miles Driven								
*Reimb. per Mile 0.35								
Daily Expense Totals:								
Total:								

Equipment & Misc. Expenses (attach receipts)	Amount:
Total:	

Total Lodging Expense:	
Total Meal Expense:	
Total Equipment Expense:	
Total Misc. Expense:	
Mileage Expense:	
Total Expenses:	

Please issue reimbursement check for:

Amount to be placed in team account:

Submitter Information	
Name:	Team:
Signature:	Date:
Address to send check:	City, ST, Zip

Internal - Approved by:	
Approver Name:	Date:
Approver Signature:	Check #: