

## USSA/ Intermountain Travel Expense Report Form

Name \_\_\_\_\_ Phone \_\_\_\_\_ Club \_\_\_\_\_

Address \_\_\_\_\_ Travel Dates \_\_\_\_\_

Per diem- Head Coach \$50 per day/ Coach \$38 per day Reason for Trip \_\_\_\_\_

	Date Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	ITEM TOTALS
<b>T R A N S P O R T A T I O N</b>	<b>Mileage</b> End								
	Begin								
	Daily Total								
	___ Van @ 50¢/mi								
	or ___ Car @ 35¢/mi								
	Tolls								
Other*									
	<b>LODGING *</b>								
<b>M E A L S</b>	Breakfast								
	Lunch								
	Dinner								
	Other								
	<b>MISCELLANEOUS*</b>								
	<b>DAILY TOTALS</b>								

The daily Head Coach per diem, including tips, is \$50 (Breakfast - \$10, Lunch - \$15, Dinner - \$25 for partial days). Receipts are not required if the daily total is within the allowance.

The daily Staff Coach per diem, including tips, is \$38 (Breakfast - \$8, Lunch - \$10, Dinner - \$20 for partial days). Receipts are not required if the daily total is within the allowance.

\* Explain and attach receipts.

**TOTAL FROM PRIOR PAGE** \_\_\_\_\_

**LESS ADVANCE**

**TOTAL CLAIMED**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Make check payable to: Club \_\_\_\_\_; Coach \_\_\_\_\_

