

BROOKINGS FC TRAVEL DETAIL REPORT

Claim of _____

Age Level _____ for travel to _____

Game Date and Times:

	<u>First Game</u>	<u>Last Game</u>
<u>Game Date</u>		
<u>Game Start Time</u>		

Note: Hourly coach's pay is to be recorded on your BFC Timesheet

MEALS:

Game days and meal reimbursement:

Day of Departure/Return \$15.00
 Full Day \$20.00

<u>Date</u>					<u>Total</u>
<u>Amount</u>					

HOTEL: (Original Receipts must be attached)

Limit - \$150.00 per night. If a coach can leave by 8:00 a.m. and make it to the game/tournament in time, the previous evening hotel accommodations will not be reimbursed.

<u>Date</u>					<u>Total Hotel</u>
<u>Amount</u>					

Mileage .30 /mile

Destination					
End					
Start					
Miles					
Total x .30					
Total Mileage					

TOTAL Meals, Hotel & Mileage: _____

Traveler Signature: _____ Date _____

Submit reports to Director of Coaching for Approval

Or

Email form to directorofcoaching@brookingsfc.com and treasurer@brookingsfc.com