

# SELECT 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 Select 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					
<b>Total Mileage</b>					

**TOTAL Meals, Hotel & Mileage:** \_\_\_\_\_

Traveler Signature: \_\_\_\_\_ Date \_\_\_\_\_

Submit reports to Director of Coaching for Approval

Or

Email form to [directorofcoaching@brookingsfc.com](mailto:directorofcoaching@brookingsfc.com) and [treasurer@brookingsfc.com](mailto:treasurer@brookingsfc.com)