



REIMBURSEMENT REQUEST (August 2008)

*** Complete and return with receipts (or copies) to the AUCSC office within 14 days of event***

Name: _____ Date(s): _____

Tournament/Game _____ Season Game Qualifying Tourn. Playoff

1st Team: _____

2nd Team: _____ 3rd Team: _____

Meals: (submit receipts – reimbursement limited to \$30/day for tournaments only)

Friday (Time of First Game on Saturday - _____) \$ _____

Saturday \$ _____

Sunday (Time of Last Game - _____) \$ _____

Monday (Time of Last Game - _____) \$ _____

Total Meals \$ _____

Hotel Costs: (If you shared a room, with whom - _____) **Maximum of \$129 (room + taxes)/night**

Room Rate \$ _____

Number of Nights _____

Total Amount of Taxes \$ _____

Total Hotel Charges (Receipt must be attached) \$ _____

Mileage: (If you rode with someone, whom - _____) **Applies to out of town events only**

Location of Tournament/Game - _____ (city)

Local Mileage (\$15.00 if applicable) \$ _____

Travel Mileage (From Mileage Chart) \$ _____

Travel Mileage (Not on Mileage Chart)
of Miles _____ X \$0.505 = \$ _____

Total Mileage \$ _____

Miscellaneous Expenses: (Describe Expenses - _____) \$ _____

TOTAL REIMBURSEABLE EXPENSES: \$ _____

Submitted By: _____
Signature of coach *Date*

Approved By: _____
Director of Coaching *Date*

OFFICE USE ONLY Check distributed: _____
Check # *Date*

Reimbursement Guidelines

- **Lodging** - Room plus taxes up to \$129 maximum per night (receipt required). The Director of Coaching and the Executive Director must approve requests for hotel accommodations associated with a regular season game in advance. Every effort should be made to schedule around playing early morning games in order to minimize overnight stays.
- **Mileage** - Approved amounts are reflected in the Mileage Chart. Otherwise \$0.505 per mile roundtrip. During a tournament, an additional \$15 reimbursement is allowed for in-town travel.
- **Meals** - \$30 per day. If the first game of the tournament is before Noon on Saturday, thereby requiring the Coach to travel on Friday, a \$15 reimbursement is allowed for Friday night. In addition, if the team is not required to play a game after 2:00 p.m. on the final day of the tournament, the \$30 per day reimbursement is reduced to \$15.
- **Requests for Reimbursement** - All requests must be submitted to the Director of Coaching within two weeks after the trip is completed, must include a copy of the hotel receipt, and be on the correct form. If information is turned into the office by Tuesday at 4pm, a check will be available two days later, on the Thursday, by 3pm.
- **Assistant Coach** - Travel expenses for Assistant Coaches are not normally considered reimbursable by the Club. However, in order for them to be considered, the situation must be reviewed by approved in advance by the Director of Coaching and the Executive Director.

Mileage Chart

Brenham & Return	172.4 miles = \$87.06
Bryan-Brazos & Return	188.2 miles = \$95.04
Corpus Christi & Return	384 miles = \$193.92
Dallas & Return	388.2 miles = \$196.04
Georgetown & Return *	54.2 miles = \$27.37
Harlingen & Return	598 miles = \$301.99
Houston & Return	321.8 miles = \$162.51
McAllen & Return	597.2 miles = \$301.59
San Antonio & Return *	
Retama or Soccer Texas	155 miles = \$78.28
Talley Rd or Alamo Sportsplex	180 miles = \$91.00
Temple & Return *	136 miles = \$68.68

Note: * Meals & lodging are not included for Georgetown, San Antonio or Temple