



TRAVEL EXPENSE REIMBURSEMENT FORM

Section 1

NAME:		Team:	
DEPARTMENT:			
DESTINATION:			Travel Dates: _____ to _____
League/Tournament:			

Section 2 - TRAVEL EXPENSE / REIMBURSEMENT VOUCHER - (To be completed and returned along with appropriate receipts to accounting within five (5) working days after return from travel).

	location _____	location _____	location _____	
Dates of Travel				Total
Meals (\$25/24hr)				
Total miles driven:				
Total \$ (Rate 0.30/mile):				
Daily Totals				
Balance Due to Employee				\$ -

I certify the claim for reimbursement of expenses incurred by me for the travel outlined above is a true statement and that only those expenses necessary during this travel have been claimed.

Signature of Employee _____	Approval _____
Reimbursed: _____	Check # _____
Team Manager: _____	
Date: _____	