



## Travel Reimbursement Request

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Tournament or Event: \_\_\_\_\_

Date: \_\_\_\_\_

Lodging \$ \_\_\_\_\_

Total Mileage \_\_\_\_\_ X .555 per mile \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

Total \$ \_\_\_\_\_

Signature: \_\_\_\_\_

We do not pay for gas. Mileage reimbursement is intended to cover the expenses of operating an automobile, including depreciation, insurance, repairs, tires, maintenance, gas and oil. You can not share mileage expenses on reimbursement forms. The one with the car should request reimbursement. If someone else paid for gas or other expenses such as tolls, that needs to be settled between yourselves.

Receipts are required for all expenses except mileage.