

**ATHLETIC TRIP & MEAL EXPENSES
TRIPS INVOLVING STUDENTS & COACHES**

DATE: _____ SCHOOL: _____ SPORT: _____

EXPENSES INCURRED ON THE FOLLOWING TRIP:

PLACE: _____

PURPOSE OF TRIP: _____

NUMBER IN PARTY: _____

(list on separate sheet)

AMOUNT RECEIVED..... _____

EXPENSES:

1 MILEAGE:..... _____ MILES AT \$ _____

2 MEALS:..... _____

3 HOTEL:..... \$ _____

4 FEE:..... \$ _____

5 MISCELLANEOUS:

a. _____ \$ _____

b. _____ \$ _____

c. _____ \$ _____

TOTAL EXPENSES..... \$ _____

AMOUNT RETURNED..... \$ _____

ATHLETIC DIRECTOR

COACH

ATTACH ALL RECEIPTS TO THIS REPORT