

**COUNCIL ROCK SCHOOL DISTRICT  
ATHLETIC TRAVEL EXPENSE VOUCHER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ School: \_\_\_\_\_

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

Total number of coaches and students attending the event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

The undersigned hereby requests an Advance Payment or Reimbursement for expenses to be incurred in the performance of duty as authorized by: \_\_\_\_\_.

Please check one:     Advanced Payment                       Reimbursement

Signature of Claimant: \_\_\_\_\_ Amount: \_\_\_\_\_

		Fares		Per Mile @ \$0.655			Meals			Misc.
Travel		Air, RR	Personal Car						Expenses	
Date	From	To	Taxi, etc.	Miles	Amt.	Lodging	AM	Noon	PM	Below
<b>Totals</b>										

<b>Explanation of Miscellaneous Expense Items</b>	<b>Combined Total Expenditures: \$</b> _____
<b>Parking:</b> \$ _____	<b>Less Advance:</b> \$ _____
<b>Tolls:</b> \$ _____	<b>Amount Due Claimant:</b> \$ _____
<b>Telephone:</b> \$ _____	<b>Amount Due District:</b> \$ _____
_____ \$ _____	
_____ \$ _____	

I hereby certify that all expenditures itemized above were made by me, on behalf of the Council Rock School District, and were not the subject of any compensation or reimbursement from any other source.

Signature of Claimant: \_\_\_\_\_ Date: \_\_\_\_\_

Approved as Authorized: \_\_\_\_\_ Approved for Payment: \_\_\_\_\_

Budget Code: \_\_\_\_\_ Approval Administrator: \_\_\_\_\_

Check No. and Date: \_\_\_\_\_ Approved Business Office: \_\_\_\_\_

## **ATHLETIC TRAVEL EXPENSE GUIDELINES**

1. All vouchers should be requested as soon as the coach knows there has been qualification to compete in a tournament, match, game or any event that will require participation beyond 12 hours between leaving the home school and returning to the home school. In events such as this, meal allotments are as follows:
  - a. **Breakfast: \$ 8.00**
  - b. **Lunch: \$12.00**
  - c. **Dinner: \$15.00**

**Meal vouchers will only be granted for meals that must be taken too far from the home school to have the student return home before eating. It is not acceptable to grant vouchers for meals taken prior to leaving for the trip or after returning from the trip.**

2. The coach must retain and include receipts for all expenses. The coach should keep a copy of all receipts.
  - a. If paying by Credit Card, attach a copy of your credit card statement.
3. Vouchers can only be used for expenses directly related to meals and travel.
4. Please indicate on the travel voucher how many students attended the event.