



COACHES EXPENSE REPORT

Coaches Name: _____ Team: _____
 Tournament Name or Event: _____ Tournament Site: _____
 Number of Tournament Play Days: _____ Travel Days: _____
(1, 2, 3 or 4) (None or 1 if staying in hotel)

Meal Per Diem Rates

\$15 per day tournaments at BNCC or in Erie County. *No Gas reimbursements

\$30 per day out of Erie County up to 200 miles round trip. Ex: Rochester

\$40 per day beyond 200 miles round trip. Only \$20 can be included on travel day or return day for tournaments.

\$60 per day for Qualifiers, Nationals or any other 3 day tournaments. Only \$30 can be included for travel day or return days for tournament.

Rates as of December 2015

	A	B	C	D	E
Date	Hotel	Airfare	Gas	Per Diem	Other
TOTALS					

(Totals of columns A+B+C+D+E)

TOTAL CHECK TO ME FOR: _____

Guidelines for expense reports:

1. Reimbursement is for 1/2 of the "meal per diem" for the travel day before a tourney (or if departing in AM on return day)
2. Gas allowance is up to \$50 per tournament outside of Erie County without receipt. Receipts must be provided for amounts exceeding \$50.00 for gas. Coaches must share rides to all tourneys and only one coach will be reimbursed.
3. Per Diem rates are listed in table to the left above. This is a per diem amount, so no receipts are needed. Food expenses above the per diem rate will not be reimbursed.
4. Receipts for hotel and airfare must be attached to be reimbursed. Hotel expenses for one day tournaments less than 2 hours from the BNCC must be approved. Unexpected delays occurring due to weather or tournament delays will be addressed on a case to case basis
5. Coaches are asked to share rooms when possible. If a coach chooses to remain in a room alone, only half of that room will be reimbursed. If no other same sex coach is available for room sharing, the full room cost will be reimbursed. If a "parent" coach stays alone in a room with their daughter, 75% of the room cost will be reimbursed.
6. General guidelines for air travel - Coaches are asked to drive to tournaments less than 8 hours from Buffalo. Any roundtrip flight for distant travel costing more than \$350RT requires approval by director via e-mail.
7. If your hotel has been reserved and paid with the NFVB credit card, please indicate so on this form AND attach receipt.
8. Extended stays at any tournament beyond play dates and travel days will not be reimbursed.
9. Expense reports may be submitted BEFORE the trip to include per diems and attached invoices.
10. Leave completed form in Office Drop Box

Please Make Checks Payable To: _____
 Address: _____
 City, State, Zip: _____

Reports must be submitted within ONE WEEK of each trip.