

Texas Girls Coaches Association TRAVEL EXPENSE REPORT

Submit one copy to the Executive Director's office: 1603 Manor Road, Austin, TX 78722 Do not file claims if reimbursed through local school funds. Claims for meals and lodging must be accompanied by a receipt substantiating each item. Airline reservations must be made at least 21 days prior to travel date.						
Name Meeting date(s) Site of meeting		Association Position				
Meeting purpos	se					
LODGING:	Note: Maximum one	Note: Maximum one night, \$75.00				
Date :			Amount claimed for lodging\$			
MEALS:	IEALS: <u>Note:</u> Maximum \$30.00 per day, 2 days					
Date:			Breakfast Lunch	\$ \$	_	
			Dinner Total meals c		\$	
Date:			Breakfast	<u>\$</u> \$	_	
			Lunch Dinner	<u>⊅</u> \$	_	
			Total meals c	laimed for 2nd day	\$	
TRANSPORTATION: Note: Compute mileage from city to city using official Texas highway map, or insert airline fare if using air travel.						
	=	Expense claimed for mileage		\$		
		Expense claim	\$			
	Car Rental		Expense clain	ned for car rental	\$	
		TOTAL	AMOUNT CI	AIMED	\$	
I certify the above expenses to be true and correct and were incurred by claimant listed below while performing official duties in accordance with the policies of the Texas Girls Coaches Association .						
Claima		Signature of Claimant (TGCA Official)				
Address reimbursement is to be sent:			Street Address or P.O. Box			
City		State		Zip		