## 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 $\qquad$ Association Position
Meeting date(s)
Site of meeting
Meeting purpose

LODGING: Note: Maximum one night, $\$ 75.00$
Date : $\qquad$ Amount claimed for lodging . . .
\$

MEALS:
Date: $\qquad$ Breakfast
Lunch
Dinner


Total meals claimed for 1st day. . \$

Date: $\qquad$
Breakfast
Lunch
Dinner $\qquad$

Total meals claimed for 2nd day. . \$

## TRANSPORTATION:

Note: Compute mileage from city to city using official Texas highway map, or insert airline fare if using air travel.
 miles @ $\$ 0.40 /$ mile $\quad$ Expense claimed for mileage $\ldots$. . Airfare
$\qquad$ Car Rental

Expense claimed for airfare . . . . .
Expense claimed for car rental . . . . \$

TOTAL AMOUNT CLAIMED \$

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.

Claimant's Name (printed)
Signature of Claimant (TGCA Official)
Address reimbursement is to be sent:
Street Address or P.O. Box

City
State
Zip

