

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

Name: _____ Date: _____ Vendor Number: _____

Home Address: _____

School: _____ Event: _____

Event Address: _____

Date(s) of Event: _____ Duration of Travel: _____

Total number of coaches and athletes attending the event? Coaches: _____ Athletes: _____

Budget Code: _____ Payment Type: Advance Reimbursement

TRAVEL						
			2024 mileage rate	\$0.67		
Location			Fare		Personal Car	
Date	From	To	Type: Air, RR, Taxi, etc.	Amount	Miles	Amount
TOTALS						

LODGING		
Date(s)	Room #(s)	Amount
TOTALS		

MISCELLANEOUS EXPENSES		
Date	Description	Amount
TOTALS		

MEALS					
Date	Allotment Type				Amt Spent
	Bfast	Lunch	Dinner	Day	
TOTALS					

TOTALS	
Combined Total Expenditures:	
Total Allotted	
Less Advance	
Amount Due to Claimant	
Amount Due to CRSD	

I hereby certify that all expenditures itemized above are expected to be/were made by me, on behalf of the Council Rock School District, while performing my duty as an Athletic Coach. The above items were not the subject of any compensation or reimbursement from any other source. I acknowledge that these expenses qualify for reimbursement based on the Athletic Travel Expense Guidelines.

Signature of Claimant: _____

Date: _____

Supervisor Signature: _____

Date: _____

Athletic Travel Expense Guidelines

- 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 the teams normal league boundaries. In events such as this, meal allotments are as follows:
 - Breakfast (10am or earlier): \$8
 - Lunch (11am - 2pm): \$12
 - Dinner (3pm or later): \$15
 - Should a team be away from their home school for a time frame encompassing all 3 meal windows, the individual allotments may be combined, but not exceeded, and used at the coach/athlete's discretion.
- 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 request vouchers for meals taken prior to leaving for a trip or after returning from a trip. Such requests will be denied and not reimbursed.
- Vouchers can only be used for expenses DIRECTLY related to meals and travel.
- Full amounts spent should be used on the voucher. Adjustments for going over allotments should be made at the end of the form in the "Totals" section.
- ORIGINAL receipts MUST be provided for all expenses. It is recommended that the coach keep a copy of all receipts and vouchers submitted.
- Vouchers must be completed in their entirety before being submitted. Vouchers with missing receipts, information, etc., will be returned. If you have questions regarding how to fill out the form, please first reach out to your supervisor or department secretary.
- If more room is needed on the voucher, please use a 2nd sheet and indicate the page number at the top of all pages used. Totals should only be included on the LAST page.
- Completed vouchers and all associated supporting documents should be inter-officed to Jess D'Angelo at Chancellor.
- **Duration of Travel:**
 - This field should include a date and approximate time that your team will be traveling.
i.e. If you are departing your home school at 8am on a Friday and returning at 9pm on Sunday, that field should read something similar to "Fri 3/22 AM - Sun 3/24 PM".
- **Event Address:**
 - This field should include the address or location the athletes will be competing.
i.e. Bucknell University or 550 Hersheypark Dr, Hershey, PA 17033
- **Lodging:**
 - If staying overnight for a competition, a hotel comparison MUST be included with your voucher. The comparison must include:
 - At least 3 hotel options.
 - Price comparisons for similar room accommodations.
 - Address and contact information for the hotel.
 - The lowest priced option should ALWAYS be used. If for some reason the lowest priced option is not available, the next lowest should be chosen and an explanation as to why the lowest priced option was not selected must be included with the voucher.
- **Miscellaneous Expenses:**
 - This section should be used for expenses such as gas, parking, unexpected registration fees.