

# High Altitude Basketball

## Coach Travel Reimbursement Request



Team: \_\_\_\_\_ Boys  Girls

Requests may be submitted at any time after incurring the expense. All requests must be submitted within 30 days of the end of the season.  
 One coach per game will be reimbursed for the cost of lodging and mileage (see map). Meals and other expenses will not be reimbursed.  
 Please mail report to SSC, PO Box 770661, Steamboat Springs, CO 80477 or email it to admin@steamboat-soccer.com  
 Receipts for lodging must be attached

Date(s)	Person Traveling	Description of Event/Location	Travel Expense	
			Mileage Reimbursed	Cost of Lodging
<b>Total</b>				

**Total to be Reimbursed** \_\_\_\_\_

Mail check to: Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Check to be picked up

Coach Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Phone Number \_\_\_\_\_

Director of Coaching Signature: \_\_\_\_\_