MASSAPEQUA SOCCER CLUB

TRAVEL EXPENSE REIMBURSEMENT VOUCHER

Name:								
Travel Purpose/Event:								
Travel Dates(s):	**From:**		**To:**					
							Per Mile	**Totals**
Travel Cities:	**From:**		**To:**		**Miles:**	0.000	$ 0.760	$ -
	From:		**To:**		**Miles:**	0.000	$ 0.760	$ -
Total Travel Between Locations (eg: Hotel to Field, Field to Field, etc.):					**Miles:**	0.000	$ 0.760	$ -
Tolls:	*Please attach receipts.*							$ -
Meals:	*Please itemize and attach receipts, or list meal reimbursement schedule based on travel expense policy:*							$ -
Other Transportation:	*Please attach receipts for any other types of transportation (eg: plane tickets, cab, car rental, etc.)*							$ -
Lodging:	*Please itemize and attach receipts:*							$ -
Gratuities:	*Please itemize:*							$ -
Miscellaneous Expenses:	*Please itemize and attach receipts:*							
								$ -
								$ -
TOTAL:								**$ -**

The above expense voucher is correct and accurate and represents travel expenses for which I am entitled reimbursement.

Signature		**Date**	
Submitted to Parent Admin/Approver		**Team Name**	

Instructions:
Enter requested information into blue highlighted cells. Grey highlighted cells contain total formulas and are locked. Totals will be based on amounts entered in blue cells.

Upon completing expense voucher, email to Parent Admin for reimbursement.