MASSAPEQUA SOCCER CLUB

TRAVEL EXPENSE REIMBURSEMENT VOUCHER

Name:												
Travel Purpose/Event:												
Travel Dates(s):	**From:**		**To:**						**Team 1**	**Team 2**	**Team 3**	
							Per Mile	**Total**				
Travel Cities:	**From:**		**To:**		**Miles:**		$ 0.760	$ -	$ -	$ -	$ -	
	From:		**To:**		**Miles:**		$ 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 - Team 1	**Team 1 Name**
Submitted to Parent Admin - Team 2	**Team 2 Name**
Submitted to Parent Admin - Team 3	**Team 3 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.

For multiple teams, there are some items that may not be applicable to all teams. For example, if you travel with 3 teams to a tournament and only 1 team makes it to the finals on a 3rd day, you would not attribute the 3rd hotel night to the other 2 teams. Only the team that made it to the 3rd day finals would receive the 3rd night hotel expense.

Upon completing expense voucher, email to all Parent Admins on one email. The Parent Admins will reimburse you for each team's portion of the total expenses.