

**USSA/ Intermountain Travel Expense Report Form**

Name \_\_\_\_\_ Phone \_\_\_\_\_ Club \_\_\_\_\_

Address \_\_\_\_\_ Travel Dates \_\_\_\_\_

Reason for Trip \_\_\_\_\_

Date Day	Reason for Trip							ITEM TOTALS
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
TRANSPORTATION	Mileage							
	End							
	Begin							
	Daily Total							
	___ Van @ 50¢/mi							
	or ___ Car @ 25¢/mi							
Tolls								
Other*								
<b>LODGING *</b>								
MEALS	Breakfast							
	Lunch							
	Dinner							
	Other							
<b>MISCELLANEOUS*</b>								
<b>DAILY TOTALS</b>								

The daily food allowance, including tips, is \$38 (Breakfast - \$8, Lunch - \$10, Dinner - \$20 for partial days). Receipts are not required if the daily total is within the allowance.

\* Explain and attach receipts.

**TOTAL FROM PRIOR PAGE** \_\_\_\_\_

**LESS ADVANCE**

**TOTAL CLAIMED**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Make check payable to: Club \_\_\_\_\_; Coach \_\_\_\_\_