



Coaches Swim Meet Expense Form

Coach Name:			
Meet Name:		Meet Date:	
Mode of Travel:	Expense Description:	Cost:	
Mileage (\$0.58/km)			
Flights	(attach receipts)		
Rental Car	(attach receipts)		
Accommodation:			
Hotel	(attach receipts)		
Other	(attach receipts)		
Per Diem:			
Full Day (\$50)			
Breakfast (\$10)			
Lunch (\$15)			
Dinner (\$25)			
Other (Specify)			
Meet Fees			
		Total:	\$

Coach Signature: _____

Head Coach Signature: _____

Treasurer Signature: _____

All expense forms must be accompanied by the original receipt or scan of the original receipt and be approved by the Head Coach and Treasurer