

**Coach Expense Reimbursement for Out of Town Tournament Travel**

Tournament Dates:

Tournament Name:

Manager Name:

Coach Name:


**1. Hotel**

The fee for the hotel is for check in date to check out date.  
Reservations can be held by the coach or by a team member for the coach.  
The SSC does not put credit card on file

Check-In Date:

Check-Out Date:

Number of Nights:

Hotel Cost, including tax, parking, etc.:

Hotel

**2. Mileage Reimbursement:**

Round Trip Mileage at 65.5 cents per mile. Note: Calculations are from SSC home field which is located at Cypress Park, 1301 Coral Springs Dr, Coral Springs, FL 33076; Miles from the hotel back and forth to the field should be included because the hotels have been several miles from where the team is playing

Number of Miles from Cypress Park (address above) to the Hotel:  x 2 =

X 2 (Roundtrip)

Number of Miles from Hotel to the Field Location 1  x 2 =

Number of Miles from Hotel to the Field Location 2  x 2 =

Number of Miles from Hotel to the Field Location 3  x 2 =

Number of Miles from Hotel to the Field Location 4  x 2 =

Total Number of Miles to be Reimbursed:

Reimbursement Rate \$ 0.655

Mileage Reimbursement Amount: \$ - \$ - Mileage

**3. Tolls:**

Calculate roundtrip using Waze. Include roundtrip tolls from hotel to the field for each game. Note: If there are several fields throughout the tournament, hotel to field multiple times, mileage should be calculated to and from each game to the hotel. This is because the hotels have been several miles from where team is staying.

Tolls from Cypress Park to the Hotel:  x 2 \$ -

X 2 (Roundtrip)

Tolls from Hotel to the Field Location 1  x 2 \$ -

Tolls from Hotel to the Field Location 2  x 2 \$ -

Tolls from Hotel to the Field Location 3  x 2 \$ -

Tolls from Hotel to the Field Location 4  x 2 \$ -

Total Toll Reimbursement: \$ - \$ - Tolls

**4. Meal Reimbursements:**

Breakfast \$15, Lunch \$20, Dinner \$30 (Do not calculate breakfast if it is included with hotel stay)

Day 1

Day 2

Day 3

Day 4

Breakfast \$15	Lunch \$20	Dinner \$30

Total Meal Reimbursement: \$ - \$ - \$ - \$ - Meals

**5. Daily Coach Fee \$75 Per Day:** Note: Daily fee begins the day of departure to arrive in time for game. If a coach must leave on a Friday evening for a Saturday morning game because the distance is too far to leave the morning of the game is not possible, the coach would be paid for Friday.

Number of Days (counting the day before, if applicable)  \$ 75.00 \$ - Daily

**6. Other**

If applicable, Describe and List any other expense reimbursements  \$ - Other

MINUS: Donations, Sponsorships, any Reduction Items:

Total Out of Town Tournament Expenses to Reimburse Coach: \$ -

Number of Players on the Team:

Cost Per Player: #DIV/0!

Payment Due Date:

Manager Contact Information:

Preferred Method of Payment: