



# SAHA Non-Parent Coach Travel Reimbursement Form

SAHA understands that your travel necessary to coach the youth of our program is essential to the development of our children. This reimbursement may not cover all of your expenses but we hope it will offset the majority of them. Thank you for coaching at SAHA! SAHA Board of Directors

COACH/PAYEE NAME: \_\_\_\_\_ TEAM: \_\_\_\_\_

TOURNAMENT LOCATION: \_\_\_\_\_

TOURNAMENT DATES: \_\_\_\_\_

1) **MILEAGE:** To be reimbursed based on IRS Charitable Rate of .14 per mile

\_\_\_\_\_ miles x .14 per mile \$ \_\_\_\_\_

2) **LODGING:** Reimbursement of up to \$119 per night with receipt, up to \$89/night without receipt (2 night maximum)

\$ \_\_\_\_\_ per night x \_\_\_\_\_ night(s) \$ \_\_\_\_\_

Hotel receipt enclosed: (Circle One) YES/NO \$ \_\_\_\_\_

3) **FOOD:** Reimbursement of up to \$40 per day with receipts; Flat Per Diem of \$25 per day without receipts (3 day maximum) – Alcohol not reimbursed

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BREAKFAST	_____	_____	_____	
LUNCH	_____	_____	_____	
DINNER	_____	_____	_____	
TOTAL	_____	_____	_____	\$ _____

TOTAL REIMBURSEMENT \$ \_\_\_\_\_

- Reimbursement for tournament travel only (no single or scrimmage games)

- Maximum of 3 tournaments per year per coach

- Your team manager MUST sign on the line below to verify the above information

Manager name (Print) \_\_\_\_\_ Manager signature \_\_\_\_\_

PLEASE TURN IN REIMBURSEMENT FORM AND RECIPETS IN A LABELED ENVELOPE TO THE MAIN OFFICE MAIL SLOT. REIMBURSEMENT MAY TAKE UP TO 2 WEEKS. REIMBURSEMENT CHECKS WILL BE IN AN ENVELOPE WITH YOUR NAME ON IT IN YOUR TEAM'S MAIL SLOT.

SAHA ED SIGNATURE \_\_\_\_\_ SAHA TREASURER SIGNATURE \_\_\_\_\_