



# 2022-2023 Expense Reimbursement Form

(One form per event)

## Watertown Youth Soccer Association



Name: \_\_\_\_\_

Team(s) Coaching: \_\_\_\_\_

Game/Tournament: \_\_\_\_\_

Team 1

Team 2

Game Date:							
Team:							
First Game (each day):							
Last Game (each day):							

### Meals

Meals will be reimbursed if travel is over 30 miles from Watertown. Amount reimbursed will not exceed \$10 for lunch and \$15 for dinner. Receipts are not required.

Date	Lunch	Dinner	Total
			\$0.00
			\$0.00
			\$0.00
Total Meals:			\$0.00

### Hotel

Lodging when away from home overnight while traveling more than 90 miles from Watertown

Rate of room block if staying at hotel blocked or not to exceed \$120.

If you can leave by 8:00 AM and make it to the game/tournament in time the previous evening hotel accommodations will not be reimbursed. (Attach Receipts)

Arrival	Departure	Hotel	Amount
Total Hotel:			\$0.00

### Mileage

Mileage when traveling more than 30 miles from Watertown \$0.30/mile.

Travel Date(s):			
Miles Driven:			
Total Mileage:		0.3	\$0.00

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

<b>Office Box</b>	Signature: _____
	Check #: _____ Date: _____ Amount: _____