

Texas Girls Coaches Association

TRAVEL EXPENSE REPORT

Submit one copy to the Executive Director's office: 1603 Manor Road, Austin, TX 78722 Do not file claims if reimbursed through local school funds. Claims for meals and lodging must be accompanied by a receipt substantiating each item. Airline reservations must be made at least **21 days** prior to travel date. Name Association Position Meeting date(s) Site of meeting Meeting purpose LODGING: Note: Maximum one night, \$75.00 Date: Amount claimed for lodging . . . Note: Maximum \$30.00 per day, 2 days **MEALS:** Breakfast Date: Lunch Dinner Total meals claimed for 1st day. . Breakfast Date: Lunch Dinner Total meals claimed for 2nd day. . TRANSPORTATION: Note: Compute mileage from city to city using official Texas highway map, or insert airline fare if using air travel. miles @ \$ 0.40/mile = Expense claimed for mileage Airfare Expense claimed for airfare Car Rental Expense claimed for car rental \$ TOTAL AMOUNT CLAIMED I certify the above expenses to be true and correct and were incurred by claimant listed below while performing official duties in accordance with the policies of the Texas Girls Coaches Association. Signature of Claimant (TGCA Official) Claimant's Name (printed) Address reimbursement is to be sent: Street Address or P.O. Box State City