



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 . . . \$ _____

MEALS: **Note:** Maximum \$30.00 per day, 2 days

Date: _____

	Breakfast	\$	
	Lunch	\$	
	Dinner	\$	
	Total meals claimed for 1st day. .		\$

Date: _____

	Breakfast	\$	
	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**.

_____ _____

Claimant's Name (printed) Signature of Claimant (TGCA Official)

Address reimbursement is to be sent: _____

Street Address or P.O. Box

_____ _____ _____

City State Zip