



MUFC Coaches Education/Equipment Reimbursement Form

Please submit this form and any required receipts to Club Treasurer

REQUEST FOR REIMBURSEMENT

Instructions: Fill out the Request for Reimbursement form completely. Please attach receipts, without appropriate documentation, no reimbursement can be issued.

COACH/PAYEE NAME: _____ TEAM: _____

Reimbursement Description (License or Equipment): _____

Type of License: _____ Date(s) of Course: _____ Location of Course: _____

Description and cost of Equipment Purchased: _____

1). Cost of Course \$ _____

2). MILEAGE: To be reimbursed based on IRS Charitable Rate of .20 per mile
Please fill in the following: _____ miles x \$0.20 per mile (1/2 for Parent Coach) \$ _____

3). LODGING: Reimbursement of up to \$149 per night with receipt, (2 night maximum)
Please fill in the following: \$ _____ per night x _____ night(s) \$ _____

4). FOOD: Reimbursement of up to \$45 per day with receipts;
(Breakfast \$5, Lunch \$15, Dinner \$25) – Alcohol not reimbursed

	Friday	Saturday	Sunday	
BREAKFAST	_____	_____	_____	
LUNCH	_____	_____	_____	
DINNER	_____	_____	_____	
TOTAL	_____	_____	_____	\$ _____

TOTAL REIMBURSEMENT \$ _____

- Reimbursement for Coaching Course travel only if outside of Mobile/Daphne/Fairhope area.
- Coaching Courses are reimbursed only AFTER the date of the course and only if the coach attends the course.
- ALL equipment purchases MUST be pre-approved by Facilities Equipment Director and Treasurer/Registrar.
- Reimbursement for equipment transfers ownership of equipment to MUFC. If the coach leaves the club, the equipment must either be returned to club or the club reimbursed for 1/2 the value of the original purchase.

Please email completed form and receipts to MUFC TREASURER (mobileunitedtreasurer@gmail.com) or mail to club address (MUFC, 312-T Schillingers Rd S #408, Mobile, AL 36608). Reimbursement will be processed and an automatic payment made via PNC bank. Please verify your current address below for mailing.

Address: _____

