



## MUFC Coaches Travel 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: \_\_\_\_\_

TOURNAMENT LOCATION AND DATES: \_\_\_\_\_

1). 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) \$\_\_\_\_\_

2). LODGING: Reimbursement of up to \$149 per night with receipt, up to \$75/night  
for Parent Coach (2 night maximum FOR State League or Tournaments)  
Please fill in the following: \$\_\_\_\_\_ per night x \_\_\_\_\_ night(s) \$\_\_\_\_\_

3). 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 State League/tournament travel only (Outside of Mobile/Daphne/Fairhope area)
- If coach rides and/or rooms with team parent, there will be no reimbursement
- If team provides meals, those meals will not be reimbursed
- Your team manager MUST sign on the line below to verify the above information

Mgr. Name (Print) \_\_\_\_\_ Mgr. Name (Sign) \_\_\_\_\_

PLEASE EMAIL TO TREASURER ([mobileunitedtreasurer@gmail.com](mailto: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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_