

Coach's name: _____		Banner UID #: _____	
Prospect's name: _____		Index #/Acct. Code: _____	
Prospect's Street Address: _____		City: _____	State: _____ Zip: _____
Arrival Time: _____	Departure Time: _____	Date(s) of Official Visit: _____	to _____

Lodging, mileage, and airfare reimbursements to be paid directly to student recruit should be submitted on an approved [Claim for Traveling Expenses form](#).

	PAY TO OTHERS	PAY TO COACH															
<p>A. TRANSPORTATION</p> <ul style="list-style-type: none"> ● Airline: Make payment to Travelennium. ● Automobile: I hereby acknowledge a mileage claim of _____ miles at \$0.62 per mile. <p>This results in a total receipt of \$ _____.</p> <p>_____ Recruit's Signature Date</p>	<p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p>															
<p>B. STUDENT HOST(S)</p> <p>(I.) I hereby acknowledge receipt of \$ _____ paid to me in cash for expenses in connection with hosting the prospective student athlete named above.</p> <p>_____ Student Host (I)'s Signature Date</p> <p>(II.) I hereby acknowledge receipt of \$ _____ paid to me in cash for expenses in connection with hosting the prospective student athlete named above.</p> <p>_____ Student Host (II)'s Signature Date</p>		<p>\$ _____</p> <p>\$ _____</p>															
<p>C. LODGING</p> <p>Name of hotel (Attach room folio): _____</p>	<p>\$ _____</p>	<p>\$ _____</p>															
<p>D. MISCELLANEOUS EXPENSES (Including meals, parking, etc. If additional spaces are required, attach additional sheet. Receipts are required. Meal reimbursements require completed Request for Meal Reimbursement Form.)</p> <table border="0" style="width: 100%;"> <tr> <th style="width: 15%;">Date</th> <th style="width: 65%;">Explanation</th> <th style="width: 15%;"></th> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;">\$ _____</td> </tr> <tr> <td> </td> <td> </td> <td style="text-align: center;">\$ _____</td> </tr> </table>	Date	Explanation				\$ _____			\$ _____			\$ _____			\$ _____	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>	<p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p> <p>\$ _____</p>
Date	Explanation																
		\$ _____															
		\$ _____															
		\$ _____															
		\$ _____															
TOTAL DUE CLAIMANT:		\$ _____															

I certify that this expense statement and claim is true and correct.

Coach's Signature _____ Date _____

Department Approval _____ Date _____

Compliance Office _____ Date _____ Accounting _____