

TUALATIN HILLS UNITED SOCCER CLUB

EXPENSE REPORT

EMPLOYEE: (INSERT NAME)
 TEAM AND EVENT (INSERT NAME)
 WEEK ENDING: 6/5/16
 MILEAGE RATE: \$0.54

AUTHORIZED BY: _____
 DATE: _____

WILL EXPENCES BE SHARED BY MUTIPUL TEAMS

PLEASE LIS TEAM(S): _____

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	
	5/30/16	5/31/16	6/1/16	6/2/16	6/3/16	6/4/16	6/5/16	TOTAL
TRANSPORTATION								
Miles Driven	145.00							145.00
Miles Reimbursement	\$ 78.30	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 78.30
Parking And Tolls				\$ 17.00				\$ 17.00
Auto Rental	\$ 79.00			\$ 79.00				\$ 158.00
Taxi								\$ -
Other (Rail or Bus)								\$ -
Airfare				\$ 235.00				\$ 235.00
TOTAL	\$ 157.30	\$ -		\$ 331.00	\$ -	\$ -	\$ -	\$ 488.30

LODGING

Lodging	\$ 145.00							\$ 145.00
Per Diem	\$ 35.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00	\$ 35.00		\$ 270.00
TOTAL	\$ 145.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 415.00

MISCELLANEOUS

Medical Supplies								\$ -
Equipment								\$ -
Phone, Fax, Internet								\$ -
Other*								\$ -
Entertainment*				\$ 199.00				\$ 199.00
TOTAL	\$ -	\$ -	\$ -	\$ 199.00	\$ -	\$ -	\$ -	\$ 199.00

GRAND TOTALS	\$ 302.30	\$ -	\$ -	\$ 530.00	\$ -	\$ -	\$ -	\$ 1,102.30
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*Business Purpose for "Entertainment" and "Other" Items:

*Coaching expenses deducted from total reimbursemnt:

1) \$20.00 - I charged \$20.00 to the room and it was on the mangers credit card

PER DIEM

\$ 270.00

TOTAL EXPENSES

\$ 1,102.30

EXPENSE DEDUCTIONS*

\$ 20.00

PER TEAM EXPENSES (3)

\$ 367.43

PER TEAM EXPENSES (2)

\$ 551.15

PER TEAM EXPENSES (1)

\$ 1,102.30

TOTAL REIMBURSEMENT*

\$ 1,082.30

Please attach all receipts