



# Citadel Futbol Club

## Coaches Expense Report



\*Miscellaneous expenses shall be explained

Team: \_\_\_\_\_

Coach: \_\_\_\_\_

REASON FOR TRIP(S)	CASH SUMMARY												
0-Jan-00	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">ADVANCE OUTSTANDING</td> <td style="width: 20%; text-align: right;">\$ -</td> </tr> <tr> <td>NEW ADVANCE OR CASH RECEIVED FROM OFFICE</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>TOTAL OUTSTANDING</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td>TOTAL DISBURSEMENTS SHOWN BELOW</td> <td style="text-align: right;">\$ -</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td>CASH DUE TO (FROM) Coach</td> <td style="text-align: right;">\$ -</td> </tr> </table>	ADVANCE OUTSTANDING	\$ -	NEW ADVANCE OR CASH RECEIVED FROM OFFICE	\$ -	TOTAL OUTSTANDING	\$ -	TOTAL DISBURSEMENTS SHOWN BELOW	\$ -			CASH DUE TO (FROM) Coach	\$ -
ADVANCE OUTSTANDING		\$ -											
NEW ADVANCE OR CASH RECEIVED FROM OFFICE		\$ -											
TOTAL OUTSTANDING		\$ -											
TOTAL DISBURSEMENTS SHOWN BELOW		\$ -											
CASH DUE TO (FROM) Coach	\$ -												
9-Oct-05													
10-Oct-05													
11-Oct-05													
23-Oct-05													
24-Oct-05													

Account	DATE	Mileage Rate	Sat.	Fri.	Sat.	Sun.	Sat.	Sun.	Total Club Reimbursement	
										DESTINATION (Abbreviate Names of Cities)
TRANSPORTATION	AUTO	Mileage								
		Club Reimbursement Mileage Rate	\$ 0.35							
		Club Reimbursement Mileage Rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
	HOTEL (Club Reimbursement Max \$90.00/Night)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	MEALS (Per Diem Reimbursed @ \$25.00 per day)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL Actual Reimbursed</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Miscellaneous Items</b>									
	GENERAL SOCCER RELATED									
<b>TOTAL Actual Reimbursed</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<i>Total Actual Spend</i>			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<b>TOTAL Actual Reimbursed</b>			<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

Details of *Misc. Items	Date	Amount	Location	Company	Person

This is a statement of personal traveling expense incurred by me in the transaction of authorized club business during the period stated.	Approved By DOC	Date Received in Treasure's Office
Signature _____	Date _____	