

**Long Island Gulls Coach's Expense Reimbursement Form**



Coach:

Team:

**Tournament Information**

or

**Single Game Information**

Tournament:

Opponent:

Location:

Location:

Dates:

Date/Time:

**Itemized Expenses**

Categories: (M) Meal (H) Hotel (T) Travel/Gas (O) Other

Date	Description	Category	Amount
<b>TOTAL</b>			<b>\$</b>

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**COACH SIGNATURE**

Date Submitted to Manager:  
Date Submitted to Admin:  
Date Approved:

*Please remember to submit all receipts of expenses to manager. Manager needs to send a copy of this form and receipts to [admin@ligulls.org](mailto:admin@ligulls.org) before reimbursement.*