



SAHA Non-Parent Coach Travel Reimbursement Form

SAHA understands that your travel necessary to coach the youth of our program is essential to the development of our children. This reimbursement may not cover all of your expenses but we hope it will offset the majority of them. Receipts are needed and must be included for reimbursement. Thank you for coaching at SAHA!

SAHA Board of Directors

COACH/PAYEE NAME: _____ TEAM: _____

TOURNAMENT LOCATION: _____

TOURNAMENT DATES: _____

1) **MILEAGE:** To be reimbursed based on IRS Charitable Rate of .14 per mile

_____ miles x .14 per mile \$ _____

2) **LODGING:** Reimbursement of up to \$119 per night with receipt (2 night maximum)

\$ _____ per night x _____ night(s) \$ _____

3) **FOOD:** Reimbursement of up to \$40 per day (3 day maximum) – Alcohol not reimbursed

	FR	SA	SU	
BREAKFAST	_____	_____	_____	
LUNCH	_____	_____	_____	
DINNER	_____	_____	_____	
TOTAL	_____	_____	_____	\$ _____

TOTAL REIMBURSEMENT \$ _____

- Reimbursement for tournament/swing travel only (no single or scrimmage games)

- Maximum of 3 tournaments/swings per year per coach

- Your team manager or level director MUST sign on the line below to verify the above information

Manager/Level Director name (Print) _____

Manager/Level Director signature _____

PLEASE TURN IN REIMBURSEMENT FORM AND RECIPETS IN A LABELED ENVELOPE TO THE SAHA TREASURER MAILBOX IN THE SMALL OFFICE. REIMBURSEMENT MAY TAKE UP TO 2 WEEKS. REIMBURSEMENT CHECKS WILL BE IN AN ENVELOPE WITH YOUR NAME ON IT IN YOUR TEAM'S MAIL SLOT.

SAHA TREASURER SIGNATURE _____ SAHA ED SIGNATURE _____