

# NOKC Competitive Travel Expense Report

Coach's Name: \_\_\_\_\_

Event: \_\_\_\_\_ Dates: \_\_\_\_\_

Location: \_\_\_\_\_

**Hotel Expense:** \$ \_\_\_\_\_

**\*Travel Per Diem** (for tournaments & games with overnight stays)

\$40 X \_\_\_\_\_ (# of Game Days Played) = \$ \_\_\_\_\_

+ \$20 for travel day (if needed) = \$ \_\_\_\_\_

**Total Travel Per Diem** \$ \_\_\_\_\_

\* In the case of a regular weekend tournament including OPL and/or PLW mini tournaments with Friday night travel required, per diem is \$100. If long weekend tournament, with playoffs on Monday as in the case of Labor Day Tournaments, etc, per diem is \$140 if team advanced to play on Monday. If team does not advance to play on Monday but coach has to travel home on Monday and had to travel on Friday night, per diem would be \$120, calculated as follows: Friday \$20, Sat. \$40, Sun. \$40, Mon. \$20. If coach travels home Sunday night, per diem would be \$100.

\*\*In the case of a single game played in Tulsa, coaches are encouraged to ride with someone on the team. If this happens, teams should pay the coach \$10 for food. If this is not an option and the coach has to drive, they will be paid \$100, which will cover the mileage and tolls to Tulsa.

\*\*\* Coaches should not charge a per diem for In Metro Tournaments or games.

\*\*\*\*All payments, including mileage, are only made if the coach incurs the cost.

**Mileage:** \$.445 X \_\_\_\_\_ (# of Miles roundtrip) = \$ \_\_\_\_\_

**If flight is required:**

Air Fare Expense: \$ \_\_\_\_\_

Rental Car Expense: \$ \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

Are these expenses being split by any other team(s)? \_\_\_\_\_

If so, which team(s)? \_\_\_\_\_

Which expenses need to be split? \_\_\_\_\_

Signature: \_\_\_\_\_