Hazen Winter Sports Expense Report

Name: _____

Team: _____

Signature: _____

Date	Description	Miles	Mileage	Lodging	Meals	Other	Total
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
							-
		0	0.00	0.00	0.00	0.00	

Subtotal	$ -
Advances	
Total Reimbursement	**$ -**

Note: Mileage reimbursement for personal car = $0.575/mile

*** Don't forget to attach receipts ***

Itemized Expenses or Description for "Other"

Date	Description	Amount

Authorized By Date

For Office Use Only