



**Dallas Independent School District
Department of Athletics
Reimbursement for Sports Event Form**

DATE(S) OF TRAVEL: _____

SPORTS EVENT: _____

HOME SCHOOL: _____

LOCATION OF EVENT: _____

COACH NAME: _____

TRAVEL TOTAL: (*Vans – Gas ONLY*)

(Individuals, who use their own vehicle, will need to fill out a Travel Voucher from the Athletic Department)

	A
\$	6412

COST FOR HOTEL OF STUDENTS ONLY:

	B
\$	6412

MEAL COST FOR STUDENTS ONLY:

_____ X _____
Number of Students Number of meals per student

	C
\$	6412
@ \$5.50 = TOTAL COST	

SUBTOTAL LINES A + B + C =

	D
\$	6412
	TOTAL

TOTAL FEES: (*Golf, Tennis, Dues, Awards, etc*)

	E
\$	6499

TOTAL HOTEL/FOOD COST FOR COACHES:

	F
\$	6411

GRAND TOTAL LINES D + E + F =

	G
\$	GRAND
	TOTAL

(In order to be reimbursed you MUST include this form and copies of all receipts labeled as to what they represent.)
Please make sure that the receipts are clear because we will not pay what we cannot see clearly
All forms must be approved and signed by the A.C.

Signature of Coach

Signature of Athletic Coordinator