



# Official Visit Expense Report

# \_\_\_\_\_ of \_\_\_\_\_ recruits  
\$ \_\_\_\_\_ \ \$ \_\_\_\_\_  
Departmental \ University Advance

**COACH:** This form must be completed at the conclusion of an official visit in order to account for expenditures made on the visit. Please attach itemized receipts, a copy of the itinerary for the visit, Student Host Form, and Official Visit Guidelines Form.

Name of Prospect _____		Sport _____	
Home Address _____		City _____	State _____ Zip _____
Birthdate _____		Email Address _____	
Date / Time of Arrival _____		Date / Time of Departure _____	

### TRANSPORTATION - (Air, Auto, Other)

Date _____	Type _____	Departmental Procard \$ _____	Personal Procard \$ _____	ABO _____
_____	Air _____ Rental _____			
_____	Auto : _____ miles @ _____ per mile = \$ _____			

(Recruit must complete Supplier Form for mileage reimbursement)

**Total Transportation Expense: \$ \_\_\_\_\_**

### MEALS

Date	Location	Meal (B, L or D)	Personal Procard	Personal Reimburse	Trade Out
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	\$ _____	\$ _____	\$ _____

**Total Meal Expense: \$ \_\_\_\_\_**

### LODGING

- Off-Campus Hotel
- On-Campus
- Personal Procard
- Trade Out

**Total Lodging Expense: \$ \_\_\_\_\_**

### STUDENT HOST (Complete and attach Student Host Form)

Name: \_\_\_\_\_

**Student Host Money: \$ \_\_\_\_\_**

**Total Expenses: \$ \_\_\_\_\_**

#### For Athletic Business Office Use Only

Total Departmental Procard Expenses: \$ \_\_\_\_\_

Total Mileage Expense: \$ \_\_\_\_\_

Total Personal Procard Expenses: \$ \_\_\_\_\_

Cash Advance Amount: \$ \_\_\_\_\_ \$ \_\_\_\_\_ D / U

Total Expenses: \$ \_\_\_\_\_

Amount Due UNI / Payee: \$ \_\_\_\_\_

Signature of Prospect \_\_\_\_\_ Date \_\_\_\_\_

Signature of Student Host \_\_\_\_\_ Date \_\_\_\_\_

Recruiting Coach Signature \_\_\_\_\_ Date \_\_\_\_\_

Compliance Office Signature \_\_\_\_\_ Date \_\_\_\_\_

