



## Official Visit Expense Summary

This form is used by Sacred Heart University coaches to report an official visit taken by a prospective student-athlete. University policy requires the documentation of all expenses by receipts for reimbursements to be made. This form **should be completed and submitted along with an Expense Voucher to the Assistant Director of Operations.**

Symbol key: \* required information

Name of prospective student-athlete:\*

Sport:\*

Dead periods for your sport:\*

Date of arrival:\*

Date of departure:\*

Others accompanying visit:\*

Name

Relationship

Name	Relationship
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

### Expenses incurred by coach that require reimbursement:

#### Transportation Costs

Mode of transportation:  Bus  Train  Airfare  Private Car

Amount:

#### Lodging Costs

Hotel/Motel:

Amount:

Number of rooms:

Number of nights:

### Meal Costs

Date:

Meal	Cost	Names paid for	Location
	\$		
	\$		
	\$		

Date:

Meal	Cost	Names paid for	Location
	\$		
	\$		
	\$		

Date:

Meal	Cost	Names paid for	Location
	\$		
	\$		
	\$		

### Entertainment Costs

Date                      Amount                      Description and location

	\$	
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### Student Host Fee

**(The Official Visit Student Host Fee Form should be submitted with this form)**

Host's Name

Amount Allocated:	Amount Returned:
\$	\$

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By the signature below, I certify that these actual expenses were incurred by me during the indicated official visit and request reimbursement for the total amount indicated below.

Total due to coach:

Coaches name:

Coach's signature: \_\_\_\_\_ Date: \_\_\_\_\_