

Coach Guidelines

Will reimburse for States only

How many kids attended and names: include coach's name(s)

Food Allowance:

Student:

Breakfast \$5

Lunch \$6

Dinner \$9

Coach:

Breakfast \$5

Lunch \$10

Dinner \$15

Snacks are not to be reimbursed

Itemized receipts, tax exempt (need time of meal)

Prior approval for meals with Purchase Order completed

Hotel accommodations with Purchase Order

Arrival date

Departure date

Number of beds

Room designation of occupants