

HOWARD COLLEGE ATHLETIC DATA SHEET

This form required for all athletic travel

Athletic Data Sheet Must Be Submitted Five Days Before The Departure Date

Employee Handbook Travel Policy Number 4.2

Coach		Coach's Cell Phone	
Event		Home Or Away	
Conference	Non-Conference	Recruiting	Play-Off Games
Scrimmage	Tournament	Scouting	
Contest Location		Contest Address	
Departure Date		Return Date	
Departure Time <i>AM/PM</i>		Return Time <i>AM/PM</i>	
College Van	College Bus	Personal Vehicle	Rental Car
Hotel/Motel Name		Hotel/Motel Phone Number	

NOTE – Itemized receipts will be required. Credit card receipts are not sufficient and will not be accepted

Men's Basketball	Baseball	Rodeo	Cheer
Women's Basketball	Softball	Trainer	

Account Number				
Mileage - Reimbursement will be calculated at the Howard College allowable rate of \$0.50 per mile for personal vehicles. Please calculate destination details per: www.mapquest.com or www.maps.google.com				
Meals – (Policy 4.2 F. 1-a) (\$30 per day (\$8 – Breakfast \$10 – Lunch \$12 – Dinner) Without Receipts - \$15 Departure Date, \$15 Return Date, \$30 All Other Days Of Travel With Receipts – Maximum amount per meal allowed with receipts supporting the expenditure for each meal. Departure and return times are required if using this option.	Number of Travelers			
	Coaches	Players		
Airfare	P-Card	P.O.	Cash	
Hotel/Motel Expenses				
Registration Fees				
Parking Fees				
Rental Car Expenses				
Other Expenses (<i>please list</i>)				
TOTAL TRIP EXPENSES				
Cash Advance Requested				

Signature of Traveler _____

Date _____

ATHLETIC DIRECTOR	VP/CABINET MEMBER	PRESIDENT
Initials Date	Initials Date	Initials Date