

Jr. SunDogs Volleyball Club

Expense Claim Form

*** Attach ALL receipts (except per-diem where not available)

*** As the Club has limited resources, JSDVC appreciates coaches
working toward reducing expenses where possible.

Name: _____

Position: _____

Team (Age Group, Division; ex. 15U girls): _____

A. TOURNAMENT EXPENSE SUMMARY

| Date | Tournament | Entry Fee | Per Diem ** | Hotel | Travel | TOTAL |
|-----------------------|-----------------|-----------|-------------|-------|---------------------|-------|
| <i>Month/Day/Year</i> | <i>Location</i> | | | | <i>Gas receipts</i> | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

** Up to \$40/per tourney day per coach.

> out of town tournies; not applicable to travel day

** Without a gas receipt, gas will not be refunded.

** Only 1 accomodation per weekend will be refunded

B. MISCELLANEOUS EXPENSE SUMMARY

| Date | Detailed Description of Expense | TOTAL |
|------|---------------------------------|-------|
| | | |
| | | |

Cheque Payable To (print): _____

Authorized by: _____

(Treasurer)

Signature: _____

** I verify these expense requests to be accurate. **

Signature of Manager: _____

| ADMIN USE ONLY | | |
|----------------|----------|--------|
| Date Paid | Cheque # | Amount |
| | | |

Version: Dec 10/16