IPFW Athletic Team Travel Expense Summary

Name of Sport	Name of Coach	Destination: City State	Departure Date	Departure Time	Return Date	Return Time

Check the boxes in which the team was in travel status

If a day has one box checked its a Partial Day Used - If a day has both boxes checked is a Full Day Used

Day 1		Day 2		Day 3		Day 4		Day 5		Day 6		Day 7		Day 8		Day 9		Day 10		Day 11		Day 12		Day 13		Day 14		Day 15		Day 16		Day 17		Day 18	
12M	8AM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM
8AM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M	5PM	12M
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Travel Party Roster (List Names)	Travel Party Roster Cont. (List Names)	Food Receipts (List Individually)	Food Recpt Amt	Miscellaneous Receipts (List Individually)	Misc Recpt Amt
1	24	1		1	
2	25	2		2	
3	26	3		3	
4	27	4		4	
5	28	5		5	
6	29	6		6	
7	30	7		7	
8	31	8		8	
9	32	9		9	
10	33	10		10	
11	34	11		11	
12	35	12		12	
13	36	13			
14	37	14			
15	38	15			
16	39	16			
17	40	17			
18	41	18			
19	42	19			
20	43	20			
21	44	21			
22	45	22			
23	46	23			
		24			
		25			

Number of Partial Days Used	
Amount Per Partial Day Allowed	$18.00
Number of Full Days Used	
Amount Per Full Day Allowed	$24.00
Number of Travel Party Members	
Food Amount Allowed for Travel Party	$0.00
Total Food Expenses	$0.00
Total Miscellaneous Expenses	$0.00
Total Expenses	$0.00
Orignial Cash Advance Amount	
Un-used Funds Returned	$0.00

I hereby certify that the amounts claimed are correct under published travel expense regulations of IPFW

Signature of Coach

Date

Signature of Business Manager

Date