

David Douglas Aquatics Club

Expense Reimbursement

Name: _____

Business Purpose (Meet/Occasion):

Itemized Expenses

[illegible]

SUBTOTAL	\$	-
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Less Cash Advance

TOTAL REIMBURSEMENT	\$	-
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Mileage:

Coaches: \$.70 per mile (updated 1/2025)

Volunteers: \$.14 per mile (updated 1/2025)

Per Diem:

In town < 50mi: \$15/1 session, \$30/full day

Out of town > 50mi: \$30/1 session, \$50/full day

Out of state: \$75

** Categories **
Business Meals
Concessions
Hospitality
Legal Fees
License Fees
Membership Renewal
Mileage
Office Supplies
Postage
Printer Cartridges
Printer Paper
Team Clothing
Team Social
Training/Certification
Travel
Other

Please attach receipts!

Employee Signature **Date**

Date _____

Approval Signature _____ **Date** _____

Date _____