



2011-2012

Mileage Reimbursement Report

Name: _____

Address: _____

Miles Driven _____ Dates: _____ through _____

Team: _____ Head Coach Approval: _____

Mileage Reimbursement is allowed for non-parent coaches who are:

- Coaching a team at the Squirt/10U level and above
- Approved and officially on the roster for the team

The amount is a maximum of \$850/individual and \$1,700/team with individual amounts to be determined by the head coach of the team. 2011 rate is 55.5¢ per mile and the 2012 amount will be determined later according to IRS guidelines.

Procedures: Complete the form.
Submit it to the head coach for approval.
Head coach mails or scan/emails it to:

Barb Suciu
2940 Desoto Street
Little Canada, MN 55117
barbsuciu@msn.com

All reimbursements will be paid at the current IRS mileage reimbursement rate. Reimbursements will be paid out monthly beginning on the 15th for all requests received by the 1st. All requests must be submitted by April 15th for reimbursement for the 2011-2012 season – no exceptions.

Treasurer's Use Only:

Date Received: _____

Amount Paid: _____

Date Sent: _____

Check # _____