



Pacific Northwest Ski Association



COACHES EXPENSE SHEET (Due in the PNSA Office 10 Days after the event)

Please complete this form and submit with any Cash and/or Credit Card Receipts.

MAKE CHECK PAYABLE TO: _____

ADDRESS: _____

SUBMITTED BY: _____

EVENT: _____ DATE: _____

PER DIEM EXPENSE (5518) No. Days _____ x \$50.00 = \$ _____

I RECEIVED MY PER DIEM EXPENSE MONIES _____ *(please initial)*

REIMBURSABLE EXPENSES

- **Airline Ticket** (5511): = \$ _____
- **Vehicle Rental** (5512): = \$ _____
- **Rental Vehicle Gas** (5513): = \$ _____
- **Mileage Allowance** (5514): ____ @ \$0.58mi + ____ @ \$0.65mi = \$ _____
- **Lift Tickets** (5519) _____ + **Entry Fees** (5520) _____ = \$ _____
- **Lodging** (5516): **(Days of Travel) *Must include receipts* ***
Date _____ and Amount _____
Date _____ and Amount _____ = \$ _____
- **Misc.** (5517) **(i.e. broken gates, parking, etc.):** = \$ _____
- **Wax** (5527): = \$ _____

Total Coaches Reimbursable Expenses * = \$ _____

Total Due for Event \$ _____