Tournament Report

Team: _____ Tournament Date(s): _____

Coach: _____ Tournament Location: _____

Roster	Attended	If player did not attend, please indicate reason	Office Use Only
Additional players:			

Travel:

- Airline ☐
- Bus ☐
- Van/Car Rental ☐
- Carpool ☐
- N/A (Local) ☐

Hotel:

- Bill attached ☐
- No overnight stay ☐

Coach's Expenses:

- Report on reverse ☐
- N/A ☐

	Office Use Only		
	Total	Per Player	Post Date
Travl			
Travl			
Travl			
Travl			
Hotel			
CsExp			
Tourn			

Additional comments: _____

RVC JUNIORS PROGRAM

Expense Records - Receipts Required For All Expenses (please attach)

Check Payable to _____ **Date Submitted** _____

Date	*Description*	*Amount*	*Date*	*Description*	*Amount*
	Car/Van/Bus Rental/Gas			**Meals - $30/day maximum; multi-day or overnight only**	
	Hotels				
	Tournament Fees				
	Miscellaneous				
	TOTALS			**TOTALS**	
				GRAND TOTAL	

Office Use Only	
Authorized Signature	
Check #	
Date issued	