

SYNERGY HEAD COACH EXPENSE REIMBURSEMENT FORM

NAME

ADDRESS

CITY/STATE/ZIP

TRAVEL DATE(S)

TRAVEL LOCATION(S)

TEAM(S) COACHED

LEAGUE

PLEASE CHECK CORRECT BOX

TOURNAMENT

LODGING EXPENSES

LODGING RECEIPT MUST BE ATTACHED

ENTER LODGING EXPENSES >>>

* All coaching hotels will be booked by the Plex. Please communicate with
andrew for hotel request

REIMBURSEMENT

X

X

X

MEAL EXPENSES

TOURNAMENTS

ENTER MEAL EXPENSES >>>

MAX \$50 FOR WEEKEND, \$25 PER DAY

REIMBURSEMENT

MISCELLANEOUS EXPENSES

RECEIPT(S) MUST BE ATTACHED

ENTER MISC EXPENSES >>>

*Must be approved by The Plex prior to the event

REIMBURSEMENT

TOTAL REIMBURSEMENT >>>

COACH'S SIGNATURE

THE PLEX SIGNATURE
