



FIELD Team BC ATHLETE Travel Expense Reimbursement (Interior/Island Athletes)

Please Note: Every effort should be made to keep costs down when travelling to and from training camps, events, etc. If more than one athlete is travelling from the same area, every effort should be made to car pool. This includes ferry expenses—one vehicle from the same area.

All ***vendor receipts** must accompany this form in an email to debheard@bclacrosse.com – please submit expenses on a monthly basis (at a minimum).

**per BCLA audit requirements no vendor receipts means we cannot reimburse (take a photo/use Adobe Scan app on your phone to capture immediately.)*

Name: _____ **Date:** _____

Email for reimbursement: _____

Athlete's Name: _____

Please select team (Please use one form per team):

YOUTH

U19

U17

U16

U15

U14

WOMEN'S

U19

U15

SR

JR

SOPH

FM

MS

Event: _____

Date: _____ **Location (City):** _____

Travel from the **INTERIOR** (\$75 fuel total/No mileage/No hotels)

Gas (per event/maximum \$75 with receipts) \$ _____

Travel from the **ISLAND** (Ferry fare for athletes/driver/car/No mileage/No hotels.)

Ferry – **CAR (1)** \$ _____

Ferry – **DRIVER** \$ _____

Ferry - **ATHLETES** \$ _____

Please list names of athletes included in vehicle:

TOTAL EXPENSE REIMBURSEMENT REQUESTED \$ _____

***NOTE - Accommodations (Interior and Island)**

Hotel (before/after tournament travel only) is to be arranged via the Team BC Travel Agent and cannot be expensed. Please contact your Team Manager for information.