

TEXAS ASSOCIATION OF SPORTS OFFICIALS

TASO-Basketball Expense Report

Updated: **10/27/2006**

BOARD POSITION: _____

DATE: _____

NAME: _____

MAIL TO:
 3737 Executive Center Dr.
 Suite 151
 Austin TX 78731-1655
 Fax: 512-345-9947
 Email to: basketball@taso.org

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Date of Expense	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Totals
	Miles Driven							
REIMBURSEMENT (\$0.445/MI)
PARKING AND TOLLS								.
AUTO RENTAL								.
TAXI/LIMO								.
AIRFARE								.
TRANSPORTATION TOTAL
LODGING								.
OTHER								.
LODGING TOTAL (max: \$90/day)
BREAKFAST (\$8.00)								.
LUNCH (\$12.00)								.
DINNER (\$15.00)								.
MEALS TOTAL (max: \$35/day)
SUPPLIES / EQUIPMENT								.
PHONE, FAX								.
Copies								.
OTHER								.
OTHER TOTAL								.
TOTAL PER DAY								.

DETAILED EXPLANATION OF EXPENSES (Do not list amount(s) if listed above)

DATE	ITEM	EXPLANATION	PLACE NAME & LOCATION	BUSINESS PURPOSE	AMOUNT

PURPOSE OF TRIP

SUMMARY

	TOTAL EXPENSES	
	AMOUNT DUE	

PREPARED BY _____ DATE _____

APPROVED BY _____ DATE _____