



**Guidelines for Completing  
Official Visit Post Summary Report  
Coaches Reimbursement Form**

Field	Entry	Documentation Needed
PSA Name	Name of PSA. Multiple PSA can be listed on one form if transportation, lodging and student hosts amount are the same for all PSA. If any of these are different then a separate form must be used for each PSA.	
Sport	The sport which is recruiting the athlete.	
Coach	The Coaches name who is responsible for the official visit. Note that only the coach listed and the PSA can receive a reimbursement from this packet. If petty cash or an advance is issued it must be in the name of the coach listed here.	
Lodging on Campus	Check if recruit stayed on campus.	
Lodging off Campus	Check if recruit stayed off campus (If trade used cost is <b>\$100.00</b> per room per night.).	Attach hotel receipt. If you have trouble obtaining a receipt if trade was used contact Ticket Manager for receipt.
Lodging Location	Location where recruit stayed.	
Revenue Source: BTA	Business Travel Account or credit card used by Travel Coordinator.	If flight itinerary must be attached.
Revenue Source: Trade	Enter the trade value used for the expense.	
Revenue Source: Advance	Enter any advance funds used for the expense.	A copy of the PO where the advance was issued. Advance must be issued to coach who is listed at the top of this form.  If you have left over funds bring them to the business manger before this form is turned in. The business manager will give you a receipt for the money. A copy of the receipt is to be attached to the paperwork.
Revenue Source: Coaches Fund	Enter any of the coaches personal funds used for the expense.	
Revenue Source: PSA Check	Enter the amount to be reimbursed to the PSA via AP check.	Completed 204 form in name of person receiving reimbursement.
Meal Provided	Which meal is expense for (i.e. breakfast, lunch, dinner or snack)?	
Meal Date and Time	The date and time of the meal.	
Meal location	The location (i.e. restaurant name) where the meal took place.	



**Guidelines for Completing  
Official Visit Post Summary Report  
Coaches Reimbursement Form**

Field	Entry	Documentation Needed
Meal costs	The total cost of meal including tip.	Attach original receipts to a sheet of paper listing everyone who attended the meal next to each receipt.
Student Host Amount Issued	The amount of money issued to the student host.	The Student Host-Athlete Receipt/Instructions Form with all signatures.
Student Host Amount Used	The amount of money the student host returned to you.	
Transportation Arrival Date	The date the recruit first arrived on campus.	
Transportation Arrival Time	The time the recruit first arrived on campus. (48 Hour Rule)	
Transportation Departure Date	The date the recruit left campus.	
Transportation Departure Time	The time the recruit left campus. (48 Hour Rule)	
Accompanied By:	Who accompanied the recruit on the visit?	
Relationship:	What is the relationship to the recruit of the person accompanying them?	
Flight Arrival From	If arriving by air where did the recruit's flight originate from?	If flight arriving by air a copy of the itinerary must be attached.
Flight Arrival To	Where did recruit's flight land?	
Flight Arrival Date	Date recruit's flight arrived in Sacramento.	
Flight Arrival Time	Time recruit's flight arrived in Sacramento.	
Flight Departure From	Where did the recruit's flight depart from?	If flight departing by air a copy of the itinerary must be attached.
Flight Departure To	If returning by air where will the recruit fly to?	
Flight Departure Date	What day is the recruit's flight departing?	
Flight Departure Time	What time is the recruit's flight departing?	
Car Mileage Departure City	If arriving by car where did the recruit's trip originate?	
Car Mileage Return City	If returning by car where will the recruit return to?	
Owner of Automobile	Who owns the car the recruit arrived in?	
License Plate Number	What is the license plate number of the car the recruit arrived in?	
Mileage # of Miles	How many miles did the recruit travel to come to campus and to return?	A map quest showing the mileage from the departure city and the return city.



Field	Entry	Documentation Needed
Mileage Amount	How much was/will the PSA be paid for mileage?	If paying in cash you can round the amount down. If they will be paid via AP check then you must use the calculation # of miles x current mileage rate (see travel coordinator for this amount)
Other	List any other allowable expenses (i.e. cab, parking etc).	Original receipts must be attached
Other Amount	Total of all other expenses.	
Advance Amount Issued	How much was the advance you received for this recruit?	A copy of the PO showing that the advance was issued.
Advance PO #	What PO number was the advance issued on?	

**Helpful Hints**

- Remaining cash from an advance can be cleared in one of the following manners:
  - Turn a check into Business Office Assistant for deposit against the advance, or
  - Deposit cash with the Cashiers Office within Lassen Hall and include the deposit receipt with paperwork.
- All transactions (including reimbursement, advance) must be in the coach's name that is listed on this form. The only exception to this is when the PSA is being reimbursed for mileage in the form of an AP check.
- If you are reimbursing the PSA for mileage in the form of an AP check you must included a completed payee data record (204) form.
- Do not list Student Host expenses under meals. This expense is documented under student host amount.
- If you are hosting multiple recruits and they do not arrive together, use the same student host or use the same lodging you must complete a separate form for each recruit. If an advance was used for the recruit complete each recruits packet and make an appointment with the business manager to complete the multiple recruit summary form.
- If an advance was issued it can only be used for the dates/recruits as listed on the PO.