

**BOWLING GREEN STATE UNIVERSITY
DEPARTMENT OF INTERCOLLEGIATE ATHLETICS**

OFFICIAL VISIT- EXPENSE REPORT

This expense report will be completed following the completion of the official visit. It will be signed by the head coach or the recruiting coach and handed into the compliance office after each official visit.

Team _____ Prospect _____ Host _____ Date(s) _____

_____ **Host Money-Amount** List exact expenditures-locations/dates (with receipts if possible)

Transportation used by prospect/parents/legal guardians or spouse _____

If airplane- Flight # _____ Airline _____ Airport _____ Class _____ Cost _____

Staff Involved with transportation from Airport _____

If car- Was mileage reimbursed? _____ Yes _____ No If yes, points of travel _____

_____ Mileage _____ Rate of Reimbursement _____ Cost

Housing used for prospect _____

Dorm/Apartment/Hotel Room

For parents/legal guardians _____ Others staying in room _____ Cost to family _____

Name of Hotel- Type of Room

_____ Total Cost for housing

Meals- List the meals that were paid for and list all that were present at meals (including staff/spouses)
(Only the prospect, his/her parents/legal guardian, or spouse, host, and staff/spouses involved in recruiting of prospect may have their meals paid for on an official visit.)

Location	Names	Cost

Total Cost of Official Visit _____ Signature of Head or Recruiting Coach _____