



# West Central District III OF WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

2009-10

## EXPENSE REIMBURSEMENT FORM

(Only State Bracket Events)

**>>>READ GUIDELINES BEFORE COMPLETING FORM<<<**

**NOTE: THIS FORM TO BE COMPLETED ONLY ON-LINE**

SPORT/ACTIVITY \_\_\_\_\_

Boys/Girls  
(Circle)

EVENT DATE(S) \_\_\_\_\_

SCHOOL \_\_\_\_\_

EVENT SITE (city) \_\_\_\_\_

EVENT: State Regional - Semi Finals – Finals  
(circle **one** per expense sheet)

COACHES (ADVISORS) NAMES\*:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

*\*See Guideline Criteria*

### LODGING

# of participants..... @ \$20.00 each = \$ \_\_\_\_\_ .00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
(No. of nights)

# of coaches/advisors... @ \$50.00 each = \$ \_\_\_\_\_ .00 x \_\_\_\_\_ = \$ \_\_\_\_\_  
(No. of nights)

**TOTAL \$** \_\_\_\_\_

### FOOD

# of people..... @ \$ 4.00 each = \$ \_\_\_\_\_  
(Breakfast)

# of people..... @ \$ 5.00 each = \$ \_\_\_\_\_  
(Lunch)

# of people..... @ \$ 6.00 each = \$ \_\_\_\_\_  
(Dinner)

*Total number meals for participating members and coaches only* **TOTAL \$** \_\_\_\_\_

### TRANSPORTATION

15+ participants..... @ \$ 1.50 x \_\_\_\_\_ = \$ \_\_\_\_\_  
(round trip miles\*)

8-14 participants..... @ \$ 0.50 x \_\_\_\_\_ = \$ \_\_\_\_\_  
(round trip miles\*)

1-7 participants..... @ \$ 0.25 x \_\_\_\_\_ = \$ \_\_\_\_\_  
(round trip miles\*)

Ferry Tolls..... = \$ \_\_\_\_\_

*\*According to [www.mapquest.com](http://www.mapquest.com) (or equivalent) mileage* **TOTAL \$** \_\_\_\_\_

**REIMBURSEMENT GRAND TOTAL \$** \_\_\_\_\_ \*

SUBMITTED BY: \_\_\_\_\_ (Athletic Director) DATE \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ (Principal or Athletic Director)

*Print out copy of form for records.*

*\*As per West Central District III Board, total reimbursement to be determined and paid at end of fiscal year 2008-09*



# West Central District III

## OF WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

### 2009-10 REIMBURSEMENT GUIDELINES

Note: There is **NO** reimbursement for participation in WCD sponsored events, sub-regional, or **Bi/Tri District** events other than those sports/activities listed below. Exceptions to these guidelines can be appealed to the WCDIII Board for consideration.

#### GENERAL

1. Reimbursement is only for teams who participate in Regionals in Baseball and Wrestling, and in State bracket rounds in all other sports. This does **not** include **alternates**. The maximum number for reimbursement shall be according to the WIAA Guidelines in that sport/activity. WIAA State **Forensics, Music, Dance/Drill, and Cheer**, events are also eligible for reimbursement. **Forensic, Dance/Drill, and Cheer** forms are due by **April 3** and **Music** by **June 3**. (See number 5 below)
2. **NO** reimbursement for: alternates, managers, statisticians, trainers, cheerleaders, supervisors, etc.
3. Reimbursement for coaches' (advisors') expenses will be based on the following ratio:  
1-10 participants = 1 coach, 11-24 = 2 coaches, 24-33 = 3 coaches, 34-50 = 4 coaches.
4. In Cross Country, Golf, Tennis and Track if the combined number of participants consists of at least one boy and one girl, the WCDIII will reimburse for a minimum of two coaches.
5. Claim forms must be submitted by a school administrator or Athletic Director.
6. Checks will be made payable to the school, not to individuals.  
Claim forms must be submitted on-line to the WCDIII Director following (not before) the completion of the event in which the school participated. Claim forms **NOT** received by the following dates will NOT be honored.

**Fall: December 11**

**Winter April 3**

**Spring: June 11**

#### LODGING

1. A team or individual must travel at least **150** miles one way before lodging is reimbursed. **If, however, the event is two or more days, then 75 miles is the standard.**
2. The number of night's lodging will be based on the following:  
Length of Event – (Only count the days team or individuals are participating)  
Ex: One-day event = one (1) night's lodging, Two-day event = two (2) night's lodging.
3. **Exceptions to lodging for coaches may be given because of gender situations. Contact the WCDIII Director for consideration.**

#### FOOD

1. The number of meals allowed will be based on the following:
  - a. Length of event. (Only count the days the team or individuals is/are participating)
  - b. Starting time of event contests.
  - c. Distance traveled to reach event site (city).
  - d. Lunch and/or dinner will be allowed while attending a regional and/or state event that requires all day attendance that is less than **75 miles and is a two day tournament. Breakfast NOT reimbursable.**
  - e. Semi-finals and/or finals only: One (1) meal will be allowed for participation in a single-event/contest, according to its scheduled time.
    - i. **A two day event less than 75 miles is not reimbursable for breakfast.**
    - ii. **A one day event less than 150 miles is not reimbursable for breakfast.**

#### TRANSPORTATION

1. Transportation costs will be reimbursed for total miles traveled (round trip) from city to city according to [www.mapquest.com](http://www.mapquest.com). (or equivalent).
2. The type of vehicle for which reimbursement is paid will be in direct relationship to the number of participants.
3. Mileage from event site to hotels, restaurants, etc. is **NOT** reimbursable.
4. A single mileage claim shall be submitted if both boys and girls are competing in Cross Country, Golf, Tennis, or Track (if the contest is held at a common location/city).