



STATE BASKETBALL TOURNAMENT  
EXPENSE VOUCHER

PLEASE RETURN SIGNED BY THE PRINCIPAL IN ADVANCE OF THE TOURNAMENT

I hereby acknowledge that my team will participate in the State Basketball Tournament and desires expenses reimbursed for said participation.

EXPENSE REIMBURSEMENT

*GENERAL POLICY*

An expense allowance will be paid for lodging and meals shall be paid for a traveling squad of 33 persons, to include players, cheerleaders, coaching and support staff, and administration. Commuting teams will be paid a mileage allowance and minimal meals. The teams failing to stay in the assigned property will be paid as though they were a commuting team.

*LODGING*

A lodging allowance shall not be paid for teams failing to stay in the property assigned by the Association. A lodging allowance of \$13.00 per night, for a maximum of 33 persons will be paid for a maximum of one night prior to the team's first contest through the morning following elimination from the tournament for those teams staying in the assigned property. Your school is responsible for all bills for lodging, and you will be reimbursed the lodging allowance. Please have your school or Board of Education's Sales Tax Exempt number with you at check in to allow the hotel to deduct the sales tax from the room bill.

*MEALS*

A meal allowance of \$5.00 per meal will be reimbursed for a maximum of 33 persons with the amount of meals corresponding to the use of housing. Your school is responsible for all meal arrangements for your team.

*MILEAGE*

Each school is reimbursed \$1.00 per mile, round trip, from the school location to the tournament site, in accordance with mileage numbers provided by Mapquest.com. Travel allowances will be added for trips to the arena.

*RECEIVING YOUR REIMBURSEMENT*

Your expense check will be mailed from the KHSAA offices not later than 30 days following the finals.

SCHOOL \_\_\_\_\_

SUBMITTED BY \_\_\_\_\_

POSITION \_\_\_\_\_

NUMBER OF PARTICIPANTS (Maximum 33) \_\_\_\_\_

FOR KHSAA USE ONLY -

Lodging occupied \_\_\_\_\_

Meals \_\_\_\_\_