New Day and Game~B may approve the following expenses for reimbursement:

* Airfare – Coach Class Only
* Airport Parking
* Hotel: up to $60 per night or a standard HoJo room.
* Rental Car
* Gas **OR** Mileage at 56.5 cents per mile (please note that this is a revision from our previous policy)

|  |  |
| --- | --- |
| Name |  |
| Dates of Travel |  |
| Reason for Travel |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Expenses | Dates | Details | Amount |
| Transportation |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Lodging |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| Other |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  | Total Amount: |  |

|  |  |
| --- | --- |
| Signature | Date |
|  |  |

ATTACH RECEIPTS.