



ALASKA SCHOOL ACTIVITIES ASSOCIATION REGION V

Officials Per Diem Expense Form

Hospitality rooms at all Region V tournaments are open to officials at no cost and we encourage officials to take advantage of this benefit in order to keep our expenses down. Should you see the need to eat elsewhere or purchase food items during the tournament, please list such expenses on this form and include all itemized receipts. Region V will reimburse officials up to \$35 per day for food and drink items excluding liquor. **(Note: reimbursement will not be provided without itemized receipt-Credit card receipts are not acceptable.)** Completed form must be sent to tournament host school within five days after the last day of the Region V tournament to be eligible for reimbursement.

Name of Official: _____

Address: _____

City, State, Zip: _____

Phone: _____ Region V tournament: _____

Date/Time Departed: _____ Date/Time Returned: _____

DO NOT CONSOLIDATE EXPENSES BETWEEN OFFICIALS

DATE	Breakfast/Lunch/Dinner	Location	Amount

Total to be reimbursed: _____