

# NORTH COAST SECTION, C.I.F. BASKETBALL TEAM TRANSPORTATION EXPENSE VOUCHER

DATE \_\_\_\_\_

SCHOOL \_\_\_\_\_ LEAGUE \_\_\_\_\_ SPORT \_\_\_\_\_ DIVISION \_\_\_\_\_

**15.601 Transportation Allowance**

Participating schools in all divisions will receive a travel allowance of \$2.00 per mile round trip plus a maximum of \$12.00 per hour stand-by-time FOR ONE BUS. If a participating school travels by car it is entitled to 50 cents per mile for a maximum of four cars.

The following policy for payment of stand-by time for bus drivers:

Stand-by time is the time a bus is parked at the site of the NCS athletic contest in which the bus occupants are participating. Stand-by time will only be paid for a person who is currently licensed by the State of California as a Class 2 Bus Driver. The rate of reimbursement shall be the actual rate charged by the district or private charter service not to exceed the maximum approved by the NCS Board of Managers. The current maximum rate is \$12.00 per hour. Stand-by time will only be reimbursed in the sports of football and basketball. The team transportation Reimbursement Voucher is included in each school's tournament packet. It must be completed and RETURNED WITHIN 30 DAYS FOR 100% OF THE APPROVED AMOUNT.

DATE(S)	LOCATION	ROUND TRIP MILEAGE	REIMBURSEMENT FOR MILEAGE @ \$1.50/MI/CAR OR \$2.00/MI/BUS	BUS STANDBY HOURS AT \$12./HOUR	BRIDGE FARE	REIMBURSEMENT TOTAL	YOUR ACTUAL COST (INCLUDE INVOICE)

**PLEASE COMPLETE AND RETURN TO:**  
**NORTH COAST SECTION, CIF**  
**5 Crow Canyon Ct. Suite 209**  
**San Ramon, CA 94583**  
**Fax: 925-263-2120**

\_\_\_\_\_  
 PRINCIPAL'S SIGNATURE

**DEADLINE FOR SUBMISSION OF EXPENSE REIMBURSEMENT**

Schools will only be reimbursed after actual copies of transportation invoice, lodging receipts and verification of per diem are received by the NCS Office according to the following scale:

- 1 - 30 days of the Championship series event = 100% of approved amount
- 31 - 45 days of the Championship series event = 75% of approved amount
- 46 - 60 days of the Championship series event = 50% of approved amount
- past 60 days = 0% of approved amount**

Approved \_\_\_\_\_  
 Date Paid \_\_\_\_\_  
 Code \_\_\_\_\_