LONGWOOD ATHLETICS PAID VISIT EXPENSE REPORT 2007-08

Sport: _____ Prospect's Name: _____

Date & Time: Arrival on Campus: _____ Departure: _____

Name of Host(s): _____ Host Form:_____ Did Parent(s) Accompany Prospect? _____

List Expenditures Below (Identify who are where, who stayed where, staff present, mode of transportation, etc.)

Date	Meals	Entertainment / Host	Transportation / Travel	Lodging	Other	Description (people provided for, location, etc.)
Subtotals						
				Total:		

Head Coach's Signature: _____ Date: _____

1) If multiple recruits have a meal with host(s) and coaching staff, the total bill should be divided by the number of recruits present.
2) Host form must be submitted with this form.
3) Only one host per prospect may receive a free meal for each of the 3 meals that a prospect may have per day.
4) All meals provided to recruits, regardless of where they are eaten should be a on a scale comparable to normal student life.
5) Entertainment and host money combined may not exceed $30 per day for a single recruit ($15 per day may be added for each additional recruit that a host entertained.