



OFFICIAL VISIT EXPENSE REPORT

Sport: _____

Date & Time: _____

Prospect's Name: _____

Did Parent Accompany Prospect? _____

Host Form Submitted:

Yes

No

Name of Host(s): _____

(ONLY required if host received money for entertainment expenses)

List Expenditures Below (**Identify WHO, WHAT, WHEN and WHERE**)

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

Total:

Head Coach's Signature: _____

(Please review NCAA rules on the back of this form.)

Date: _____

Last Updated: 10/13/09

NCAA Rules Pertaining to Meals for Hosts and Recruits

- 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) If a host was provided and received money for entertainment expenses, then a 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 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).