



# West Virginia State University

Yellow Jackets



## CASH ADVANCE

10) Cash Advance: \_\_\_\_\_

11) REIMBURSEMENT SECTION:

### MEALS:

a. Meals: PLACE/LOCATION \_\_\_\_\_ \$ \_\_\_\_\_

b. Meals: PLACE/LOCATION \_\_\_\_\_ \$ \_\_\_\_\_

c. Meals: PLACE/LOCATION \_\_\_\_\_ \$ \_\_\_\_\_

d. Meals: PLACE/LOCATION \_\_\_\_\_ \$ \_\_\_\_\_

i. MEAL TOTAL COSTS: \$ \_\_\_\_\_

### LODGING:

e. Room(s): PLACE/LOCATION \_\_\_\_\_ \$ \_\_\_\_\_

i. Who stayed? \_\_\_\_\_

i. ROOM TOTAL COSTS: \$ \_\_\_\_\_

### INCIDENTALS:

f. STUDENT HOST NAME: \_\_\_\_\_ \$ \_\_\_\_\_

g. OTHER: \_\_\_\_\_ \$ \_\_\_\_\_

i. INCIDENTAL COSTS: \$ \_\_\_\_\_

ii. TOTAL: \$ \_\_\_\_\_

2. TOTAL REIMBURSED TO COACH OR WVSU \$ \_\_\_\_\_

3. COACHES SIGNATURE: \_\_\_\_\_

4. DATE: \_\_\_\_\_

### COMPLIANCE OFFICER SECTION

- A. Did you send/fax/email or hand deliver the official visit letter to the recruits listed above?
- B. Did you receive a transcript/test scores for the recruits above?
- ...
- C. Did you evaluate the transcripts for the recruits listed above?
- D. Did you send the recruits names into the Clearinghouse?
- E. Did the coach follow procedure?

#### DIRECTIONS AFTER VISIT

Give completed form, copy of prospect letter, and receipts to the Athletic Department Secretary for processing.