



Athletics Compliance Office

OFFICIAL VISIT TRACKING FORM

COACHES: This form is to be submitted to the Athletics Compliance Office for any prospective student-athlete (high school, two year college transfer, four year college transfer, or international prospect) who comes to the University of Utah on an official visit. **Please fill out only one form for each prospect/student-host.**

Name of Student-Athlete Host (please print)	Date of Arrival
Name of Prospective Student-Athlete (please print)	Date of Departure

RECONCILIATION

In the spaces provided below, please provide information regarding the amount of money withdrawn and used during the prospect's official visit. Please note that all entertainment of the prospect, prospect's parents, and student host must be paid for with Student-Host money (\$30 per day) regardless of whether or not the Student-Host is present during the entertainment. All entertainment must be comparable to that of normal student life.

- 1. Date of Withdrawal: _____
- 2. Amount of Host Money Withdrawn: \$ _____
- 3. Total Amount Spent: \$ _____
- 4. Total Cash Returned to Coach/Business Office: \$ _____

NOTE: Please explain any discrepancy between the amount from line 2 and the total of lines 3 and 4:

LOST RECEIPTS

In the spaces provided below, please provide information and an explanation regarding any receipts which were lost during an official visit.

Individual Losing Receipt	Location	Explanation of Activity/Expense	Total Amount

I certify that the information on this form is complete and accurate. Itemized, dated receipts have been submitted for all expenditures incurred by the Student-Athlete host and/or all coaches involved in entertaining the prospect. Any receipts lost by coaches or student-athletes are noted above.

Signature of Student-Athlete Host	Date
Signature of Recruiting Coach	Date