

American Youth Soccer Organization
EXPENSE REIMBURSEMENT GUIDELINES FOR THE
NATIONAL OFFICE FUNDS
AYSO EXECUTIVE MEMBER/VOLUNTEER

Updated: 12/13/2011

The following has been established to provide Executive Members and other volunteers with guidelines regarding policies related to the reimbursement of expenses by the National Office.

I. PROCEDURES

- A. Prior to submitting any AYSO-related expenses or obligations, volunteers should obtain approval from the appropriate Approving Authority (see below for definition) as to who will review it for budgetary control and program impact. Any expense may be disapproved by the National Office if it is determined not to be compliant/ in accordance with parameters established.
- B. Approving Authority for the National Office reimbursement shall be as follows:

Position	Signatures Required on Reimbursement Request Form for the National Office to process
Regional Volunteer	Section Director Area Director Regional Commissioner ** Must get 2 of 3 signatures above
Regional Commissioner	Section Director Area Director
Area Staff	Section Director Area Director
Area Director	Section Director
Section Staff	Section Director
Commission Staff	Special Director
NBOD, Staff, Section Directors, Special Directors	National Executive Director
AYSO National President	AYSO National Treasurer

- C. Expenses to be reimbursed by the National Office must be submitted on an AYSO Expense Reimbursement form (available for download from the AYSO Web site at www.ayso.org) either on paper or by e-mail. The Expense Reimbursement form must be submitted to the Finance Department of the National Office **within 60 days** of the date the expense was incurred. Late filing may result in denial of reimbursement. Original, scanned or photocopied itemized receipts must be attached to the reimbursement form and signed by the requesting party and the approving Executive Member (refer to above).

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- D. The Accounts Payable department writes checks *once per week* each *Wednesday*. Checks are signed and ready for issue by *close of business each Friday*. Expense reimbursement requests *must be received* by accounts payable no later than *close of business* on *Friday* to be included with the following Wednesday's check run. All check requests received *after close of business* on *Friday* will not be processed until the *second Friday after receipt*. Please allow reasonable time for regular mail delivery.

II. TRAVEL REIMBURSEMENT GUIDELINES

Travel expenses will be reimbursed as follows:

A. Ground Transportation

- **Personal car** is reimbursable at **\$0.51** per mile. Personal car mileage expense should never exceed the cost to fly. If it does, reimbursement is limited to the lesser of the two costs.

- **Parking, shuttles and/or taxis** are reimbursable with a receipt. When the length of your trip is such that a roundtrip taxi fare is less than long-term/ economy parking, we recommend that this option be exercised. When available, please make use of hotel-provided van or shuttle services to and from the airport, which may be free of charge or for a nominal fee.

- **Car Rental**
A "Travel Authorization", completed and signed by the Approving Authority, is required prior to approval. All vehicles rented for AYSO business must include the comprehensive and collision insurance as offered by the rental agencies, unless explicitly covered under the AYSO insurance plan or other coverage (i.e. credit card). The signature on the rental agreement should be signed "[your name] for AYSO." It is absolutely imperative that no one other than the names appearing on the official rental car agreement drive the vehicle at any time.

B. Meals

- Based on receipts submitted up to: **breakfast: \$10, lunch: \$15, dinner: \$25**. These are general guidelines. The National Executive Director may approve higher expenditures in some special circumstances. **This is not a per diem and may not be reimbursed without proof of actual expenditure. If meal reimbursement covers other individuals besides yourself, please list their names.**

C. Airfare

- AYSO will reimburse the price of "coach/ economy class" airfare only. All air travel, other than Section Conference or NAGM, requires a "Travel Authorization" completed and signed by the Approving Authority. The travel must be coordinated with the Events Department at the National Office.

- For travel to the NAGM or Section Conferences, advanced authorization is given to the AYSO travel provider via the authorized travel list from the Events Department. For all other travel, travelers must complete and submit an approved "Travel Authorization" to the AYSO travel provider before making travel reservations or obtain approval from the National Executive Director.

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D. Hotel or Dorm rooms

- Because of the wide variances in rates, common sense is requested. Assistance in obtaining reservations and prepaid rooms is available through the Events Department at the National Office. Rooms may be booked directly or through the AYSO travel provider.
- For Section Conferences, National Meetings and the NAGM, all hotel reservations must be arranged through the Events Department at the National Office. A "Travel Authorization," completed and signed by the Approving Authority, is required for individual travel. For subsidized reservations, room and tax are the only expenses that may be charged to the National "Master" account. All other expenses must be submitted in an expense report for approval and reimbursement. The only person who may authorize direct charges to the National "Master" account is the National Executive Director or his designee.

E. Telephone when traveling

AYSO will reimburse AYSO business related calls only. If possible, do not place calls from your hotel room, as they tend to charge excessive service fees for in-room calls. When possible, please use a calling card, cell phone or pay phone. Please submit copies of telephone bills with the AYSO-related calls highlighted for reimbursement.

III. MISCELLANEOUS INCIDENTAL EXPENSES

A. Printing, postage and other expenses

Submit receipts. These expenses are recognized as necessary operating expenses.

B. Equipment and software

These expenditures should be budgeted for and purchased using National Accounting Program (NAP) procedures. However, in some rare instances to simplify acquisition, a volunteer can be reimbursed for purchases with the prior approval of the appropriate executive member and as long as original receipts are presented. All equipment and software, whether purchased directly or reimbursed, remains the property of AYSO.

C. Telephone

AYSO will reimburse AYSO business related calls only. Please submit copies of personal telephone bills with the AYSO-related calls highlighted. Generally, separate telephone lines are not allowed. In certain circumstances where a detailed explanation is provided and approved by the Area Director or Section Director, a separate AYSO line may be permitted, subject to the written approval of the National Executive Director

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REIMBURSEMENT REQUEST FORM

Payable to: _____

Date: ____ / ____ / ____

Address: _____

AYSO Position: _____ Section: ____ Area: ____ Region: ____

TRAVEL

Date	Description	Travel	Miles @ \$0.51	Lodging	Meals	Other	Subtotal
Total travel costs to be reimbursed:							

OPERATIONS

Date	Description	Telephone	Postage	Supplies	Printing	Other	Subtotal
Operational costs to be reimbursed:							

Grand total to be reimbursed: \$ _____

Please indicate the purpose of the expenditures so the appropriate budget cost center can be charged:

I hereby certify that the above is a true and correct statement of expenses incurred by me in the service of AYSO.

Signature

NOTE: All requests for reimbursement must be received within **60 days** from the date incurred and must be accompanied with **ORIGINAL, SCANNED OR PHOTOCOPIED ITEMIZED RECEIPTS**. Failure to follow this procedure will result in disallowance of the request. Send this form to: The appropriate approver described on page 1, who will then forward to the National Office at 19750 S. Vermont Ave, Suite 200 Torrance, CA 90502 or via e-mail at: accountspayable@ayso.org. Checks are issued once per week on Friday for only those requests received no later than the previous Friday. Please allow reasonable time for mail delivery.

Approved by: _____
Signature
AYSO position
Date approved

Approved by: _____
Signature
AYSO position
Date approved

National Executive Director's approval: _____



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a nonprofit corporation dedicated to youth soccer

everyone plays®

AYSO REIMBURSEMENT REQUEST REJECTION NOTICE

Your reimbursement request has been returned / rejected for the following reason(s):

Reimbursement may be re-submitted:

- Not Legible
 - Missing Original, Scanned or Photocopied Receipt (s)
 - Missing Explanation of Event/Purpose of Expense
 - Approval Signature Required
 - Tips Not Approved
 - Exceeds Allowed Reimbursement Amount
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Reimbursement may **NOT** be re-submitted:

- Exceeds 60 Day Submission Deadline
 - Not National (National Office) Budget Expense
 - Other:
-
-
-

Please refer to your copy of the AYSO EXPENSE REIMBURSEMENT GUIDELINES posted on www.ayso.org.

Should you have any questions or require additional information, please contact the National Office Finance Dept at (424) 221-7916 or accountspayable@ayso.org.