

REIMBURSEMENT REQUEST FORM

PROCEDURES

- A. Prior to submitting any AYSO-related expenses or obligations, volunteers should obtain approval from the Area Director.
- B. Expenses to be reimbursed by Area 1N must be submitted on an AYSO Area 1N Reimbursement Request Form (available for download from the Area 1N website) The Expense Reimbursement form must be submitted to the treasurer or Area Director within **60 days** of the date the expense was incurred. All reimbursement requests must have all **original itemized** receipts, invoices, etc. attached to the form. Copies of receipts are not acceptable and expense submission may be returned.

REQUESTED BY:		DATE:	
REGION:		AMT REQUESTED:	
PAYABLE TO:			
ADDRESS:			
CITY, STATE, ZIP			

DATE	DESCRIPTION	PURPOSE	SUBTOTAL	CODE (FOR TREASURER USE ONLY)
		TOTAL		

Please indicate the purpose of the expenditures so the appropriate account can be charged

I hereby certify that the above is a true and correct statement of expenses incurred by me for Area

Signature Required

OFFICE USE ONLY

DATE RECEIVED: _____ CHECK# _____

TREASURER SIGNATURE: _____ DATE _____

AREA DIRECTOR SIGNATURE: _____ DATE _____

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