

EL DORADO YOUTH SOCCER LEAGUE REIMBURSEMENT REQUEST FORM

Check # Paid _____

Payable to: _____ Date(s) of Event(s): _____

Submitted by: _____ League Position: _____ Signature: _____

Address: _____

League President: _____ Date: _____ Amount Approved: _____

League Treasurer: _____ Date: _____ Amount Approved: _____

| | DESCRIPTION OF EXPENSE | AMOUNT | TOTAL |
|------------------------------------------------------|------------------------|--------|-------|
| Postage/Shipping | | | |
| | | | |
| | | | |
| | | | \$ - |
| Telephone | | | |
| | | | |
| | | | |
| | | | \$ - |
| Supplies | | | |
| | | | |
| | | | |
| | | | \$ - |
| Computer | | | |
| | | | |
| | | | |
| | | | \$ - |
| Other | | | |
| | | | |
| | | | \$ - |
| Lodging Total (from page 2) | | | \$ - |
| Meals Total (from page 2) | | | \$ - |
| Mileage Total (from page 2) | | | \$ - |
| Car/Rental/Taxi/Parking/Mileage (from page 2) | | | \$ - |
| | TOTAL EXPENSES | | \$ - |

| LODGING | | | |
|----------------------|-------|---------------------------------|-------------|
| Date | HOTEL | BUSINESS PURPOSE / CONTACT NAME | TOTAL |
| | | | |
| | | | |
| | | | |
| TOTAL LODGING | | | \$ - |

| MEALS | | | |
|--------------------|------------------------------|---------------------------------------|-------------|
| DATE | NAME OF EATING ESTABLISHMENT | PURPOSE / GUEST NAME(S) & AFFILIATION | TOTAL |
| | | | |
| | | | |
| | | | |
| TOTAL MEALS | | | \$ - |

| MILEAGE (@ \$.36 per Mile) | | | | | | |
|----------------------------|---------------|----------|-------------|----------|-----------------|-------------|
| DATE | START MILEAGE | LOCATION | END MILEAGE | LOCATION | NUMBER OF MILES | TOTAL |
| | | | | | 0 | \$ - |
| | | | | | 0 | \$ - |
| | | | | | 0 | \$ - |
| | | | | | 0 | \$ - |
| | | | | | 0 | \$ - |
| TOTAL MILEAGE | | | | | | \$ - |

| CAR RENTAL/TAXI/PARKING | | | |
|--------------------------------|------|---------------------------------|-------------|
| DATE | TYPE | BUSINESS PURPOSE / CONTACT NAME | TOTAL |
| | | | |
| | | | |
| CAR RENTAL/TAXI/PARKING | | | \$ - |

INSTRUCTIONS:

1. Expense reports are to be submitted after each trip and or event.
2. Reports must be typed or prepared in ink. Signatures and Approvals must also be in ink.
3. ORIGINAL receipts must be attached. **NO EXCEPTIONS.**
4. League Presidents signatures must be obtained prior to submitting to the EDYSL office.
5. Expense form must be completed in full and must be within EDYSL's Financial Policies.
6. Expenses will only be reimbursed for districts & individuals with proper documentation to include names and dates..