

American Youth Soccer Organization
REIMBURSEMENT REQUEST FORM

Payable to: _____

Date: ____ / ____ / ____

Address: _____

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

TRAVEL

Date	Description	Travel	Miles @ \$0.56	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: mwilkinson4@yahoo.com A check will be issued within 21 days of receipt. 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: _____
Signature Date approved