



AYSO EXECUTIVE MEMBER/VOLUNTEER EXPENSE REIMBURSEMENT GUIDELINES

Effective 1/01/05

The following has been established to provide Executive Members and other volunteers with guidelines specifically regarding travel and entertainment expense reporting and reimbursement, to be used in conjunction with other AYSO financial reimbursement procedures and guidelines.

I. PROCEDURES

- A. Prior to incurring any AYSO-related expenses or obligations, volunteers must obtain approval from the appropriate Approving Authority (see below for definition) who will review it for budgetary control and program impact. Any expense may be disapproved if it is determined not to be reasonable and necessary.
- B. Approving Authority for reimbursement shall be as follows:
1. Regional volunteers – by the Regional Commissioner
 2. Regional Commissioner – by the Area Director
 3. Area staff - by the Area Director and the Section Director
 4. Area Director - by the Section Director
 5. Section staff - by the Section Director
 6. Commission staff - by their respective Special Director
 7. National Board members, Section Directors and Special Directors shall submit their reimbursable expenses directly to the National Executive Director.
- C. Expenses to be reimbursed by the National Support and Training Center (NSTC) must be submitted on an AYSO Expense Reimbursement form (available for download from the AYSO Web site at www.soccer.org.) The Expense Reimbursement form must be submitted to the Finance Department of the NSTC **within 60 days** of the date the expense was incurred. Late filing may result in denial of reimbursement. It must be signed by the requesting party and the approving Executive Member and all **original receipts** must be attached to the report prior to submittal to the NSTC for payment.

II. TRAVEL REIMBURSEMENT GUIDELINES

Travel expenses will be reimbursed as follows:

A. Ground Transportation

- **Personal car mileage** is reimbursable at **\$0.405** 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 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 Form”, completed and signed by the Approving Authority, is required. 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 original receipts submitted for payment, meals will be reimbursed up to the following amount, Breakfast \$10, Lunch \$15 and Dinner \$25. Original receipts (credit card and cash receipts) are required for all reimbursement.
- The following guidelines do not take into consideration expensive geographic areas of the country. In those circumstances, the National Executive Director may review and approve a higher expenditure.

C. Airfare

- AYSO will reimburse the price of “coach” airfare only. All air travel, other than assigned Section Conference or NAGM, requires a “Travel Authorization Form” completed and signed by the Approving Authority. The travel must be coordinated with the Events Department at the NSTC. Travel should be booked through the designated AYSO travel provider.

- 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 Form” to the AYSO travel provider before making travel reservations or obtain approval from the National Executive Director.

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 NSTC. 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 NSTC. A “Travel Authorization Form”, 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.

E. Telephone

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 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

