

## AYSO NATIONAL POLICY STATEMENT

### ARTICLE THREE

#### Rules Relating to Regions

##### 3.1 Reimbursement of Expenses by Regions of Expenses Incurred by its Members.

(a) Incidental and Travel Expense Reimbursement. The following guidelines apply to the reimbursement by regions of expenses incurred by their members in participating in AYSO programs.

(i) Auto mileage at \$0.29 per mile. Taxi only if necessary and with receipt submitted.

(ii) Meals up to \$20.00 per day based on receipts submitted. This is not a per diem and may not be reimbursed without written receipts showing actual expenditure.

(iii) Telephone. Submit copies of telephone bills.

(iv) "Coach" airfare only. Prepaid airfare may be arranged through the National Support & Training Center.

(v) Hotel Rooms. Because of the wide variances in rates, common sense is required. Reservations and prepaid rooms are available through the National Support & Training Center.

(b) Types of Expenditures Subject to Reimbursement.

(i) Attendance at national, sectional and area AYSO meetings and participation in national, sectional and area AYSO programs.

(ii) Attendance at other local youth soccer refereeing and coaching training programs.

**(c) Types of Expenditures Not Subject to Reimbursement.**

**(i) Attendance of family of the participants at any meeting or any program.**

(ii) Fees in connection with running coaching, refereeing or other similar clinics or programs, or for coaching, refereeing or administering regional programs.

(iii) Attendance of participants at regional meetings.

## AYSO REGION 83 REGIONAL GUIDELINES

### ARTICLE FIVE

#### MANAGEMENT OF THE REGION

9. No board member or any other participant in the Region shall receive monetary or other compensation for his or her services to the Region, nor may they use their position to benefit them directly or indirectly in any other way, such as a supplier of equipment or camp programs to the Region. **Nothing in this paragraph prohibits any Regional board or staff member, or Regional volunteer, from being reimbursed for their out-of-pocket expenses incurred for work on behalf of the Region with the approval of the Regional Commissioner.**

### ARTICLE EIGHT

#### FINANCIAL, BANKING AND RELATED MATTERS

##### 3. TRANSFER OF FUNDS

All funds received by the Region, whether from fees, gifts or otherwise, must be deposited into the Region's checking account, from which all expenses and disbursements must be paid. All funds transferred

in or out of the Region's savings account must be transferred from or to the Region's checking account. **No Regional expenses or reimbursements are to be paid from monies collected which have not first been deposited into, and accounted for within, the Regional bank account.**

6. IMMEDIATE ACCOUNTING TO REGIONAL TREASURER

The Regional Treasurer in cooperation with the Regional Commissioner shall establish internal control procedures to safeguard against the misuse or loss of Regional assets, especially in regard to the immediate accounting to the Regional Treasurer for monies received, checks written upon the Regional bank account, invoices received for accounts payable by the Region, and requests for reimbursement to Regional volunteers for out-of-pocket expenses incurred on behalf of the Region. Such internal control procedures shall include the following:

**No requests for reimbursement to Regional volunteers for non-budgeted items shall be honored without a verbal pre-authorization from the Regional Commissioner. All requests for reimbursement must be in writing, on Region 83's "Request for Reimbursement" form. It must be signed by such volunteer, itemizing the out-of-pocket expenses incurred, and with supporting receipts or other documentation attached.**

ADDENDUM  
REIMBURSEMENT POLICY

- a. All reimbursements are subject to prior approval by the Region, regardless of the nature of such reimbursement, and whether specifically referenced in the National Policy Statement or not.
- b. Reimbursement requests for amounts not approved or in excess of amounts approved by the Region will be denied to the extent such requests are for amounts not approved or in excess of amounts approved.
- c. It shall be the responsibility of the person seeking reimbursement to verify eligibility for reimbursement by the Region prior to incurring expenses for which such person seeks reimbursement.