



## **2016 Reimbursement Policy**

All requests for reimbursement are to be submitted to the SRPL Administrator and must be accompanied by actual invoices where applicable and the Region 3 Direct Expense Reimbursement Form. Contract Labor must submit a W-9 form and the Region 3 Direct Expense Reimbursement Form.

Forms are available on the SRPL3.com website/documents tab. All reimbursements must be submitted within 45 days of the event completion.

Submit all requests for reimbursement to:

Sharron Safriet

[ssafriet@usyouthsoccer.org](mailto:ssafriet@usyouthsoccer.org)