

## Region III Reimbursement Policy

### Travel Expenses

USYS Region III will reimburse the following expenses for Regional staff, committee chairs or committee members, if budgeted. Per US Youth Soccer Financial Policy, any unauthorized disbursement shall be the obligation of the person who created the unauthorized expense.

### Travel

#### Mileage:

1. Mileage will be paid for the mileage from the origination to the destination according to Google Maps. The origination and destination for all mileage reimbursement requests must be listed in the Expense Reimbursement Form.
2. All other mileage must be specifically documented in the Expense Reimbursement Form, i.e. "from \_\_\_\_\_ to \_\_\_\_\_ miles driven \_\_\_\_\_"
3. Reimbursement for mileage will be the lesser of either round trip mileage at the current IRS rate or the lowest flight cost for a flight scheduled three (3) weeks before the travel.
4. You will not be reimbursed for gas, oil, repairs or insurance for your own motor vehicle.

#### Air Travel

1. Air Travel shall be "coach" or "economy" class.
2. Flights should be made at least 21 days in advance to take advantage of the least expensive fares. Any upgraded class of service will not be reimbursed.
3. Add on airline expenses such as WIFI, drinks, comfort seating, early boarding, etc. are not reimbursable.
4. Airline charges for changing flights are not reimbursable unless there are very special circumstances. Changes must be approved by Region III Chair or Treasurer prior to the change being made and must be specified in the Expense Reimbursement Form.
5. Avoid checking bags if possible. If you are required to check equipment bags for domestic or international team trips, be aware of bag limitations (including weight) and restrictions. When possible, make every attempt to combine bags to avoid additional baggage fees.

#### Motor Vehicle Rental

1. All motor vehicles rented must be a budgeted expense and approved by the committee chair prior to rental. Rentals should be made early to get the best rate. Weekly car rentals should not exceed \$325.00, including fees and taxes. Full size, luxury and SUV's are not approved for individual rental.
2. The following rent car expenses will be reimbursed: Cost of rental plus taxes and normal fees, tolls and fuel.
3. The following rent car expenses will not be reimbursed: Insurance, charge for renter being under the age of 25, GPS, pre-paid gasoline and any other expense that is not listed in number 2 above.
4. Rental cars must be returned with a full tank of gas and the fuel receipt(s) submitted for reimbursement. Additional re-fueling charge receipts for vehicles not returned with a full tank of gas will not be reimbursed.

#### Parking

1. At Airport--Only parking at the long-term rate will be reimbursed.
2. Valet parking will not be reimbursed.

**Meals**

1. Up to \$75.00 per day on approved Region III business travel.
2. Up to \$50.00 per day for travel days to and from the events or stay-over days.
3. If you pay for a meal for other persons, you must list the names of the persons on the Expense Reimbursement Form and the expense must be in the approved budget.
4. Meals purchased at home or after arriving at the home airport will not be reimbursed.
5. Southern Regionals/President's Cup: Up to \$50 meals are covered for non-travel days for Regionals and President's Cup since breakfast and lunch are provided on non-travel days.

Expenses for personal items including, but not limited to: coffee, tea, water, soft drinks, hydrating drinks, chewing gum, candy, clothing, laundry services, snacks, toiletries, towels/sheets/pillows, shampoo, soap, sunscreen, and the like will not be reimbursed. Additional costs incurred when a spouse, friend, or family member accompanies a person on a US Youth Soccer business trip are not reimbursable.

**Lodging**

1. If lodging is provided, lodging will not be reimbursed.
2. If lodging is not provided, only the approved lodging charges, plus taxes and fees shall be reimbursed. Items such as in room WIFI, entertainment, laundry, and additional expenses related to lodging will not be reimbursed.

A signed US Youth Soccer Region III Expense Reimbursement Form (may be obtained on the Region III website) with itemized\* receipts must be submitted to Region III Director of Operations no later than 30 days following the event. Expenses without receipts will not be reimbursed, so please save and submit all receipts. [Expense Reimbursement Form](#)

\* for all charges, the itemized receipt (i.e. restaurant receipt showing food/beverages ordered, office supplies, etc...) must accompany the signed charge slip in order to be reimbursed

**UNACCPETABLE**

(charge slip WITHOUT itemized receipt)

Riordan's Tavern  
877 S. Figueroa  
Los Angeles, Ca

Server: Esteban DOB: 01/14/2017  
09:46 AM 01/14/2017  
Table 56/1 3/30005

SALE

Amex 3145735  
Card #XXXXXXXXXXXX1065  
Magnetic card present: DRIMER JANICE  
Card Entry Method: S

Approval: 682138

Amount: \$ 52.61  
+ Tip: 10.00  
= Total: 62.61

I agree to pay the above total amount according to the card issuer agreement.  
x Janice Drimer

\*\*Guest Copy\*\*

**ACCEPTABLE**

(charge slip WITH itemized receipt)

Riordan's Tavern  
877 S. Figueroa  
Los Angeles, Ca

Server: Esteban 01/14/2017  
Table 56/1 9:42 AM  
Guests: 0 30005

Orange Juice (3 @ 2.95) 8.85  
Coffee (2 @ 0.85) 1.70  
Hash & Buns (2 @ 12.95) 25.90  
French Toast 6.95  
Side Br 4.95

Subtotal 48.35  
Tax 4.26  
Total 52.61  
Balance Due 52.61

Thanks for Stopping By  
Come Back Soon

Todd Lockhart  
David Dudd  
Janice Drimer

Riordan's Tavern  
877 S. Figueroa  
Los Angeles, Ca

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