

Region III Expense Reimbursement Procedure

--**The Forms--US Youth Soccer Direct Expense Reimbursement, Independent Contractor Compensation Agreement & IRS W-9 Forms.** Independent contractor fees and reimbursable expenses will only be paid if all of the forms are properly completed, signed and dated by the person requesting reimbursement. US Youth Soccer Direct Expense Reimbursement, Independent Contractor Compensation Agreement forms must also be signed, dated and approved by the Program Administrator.

--**Reimbursable Expenses**

--**Air Travel** must be “coach class” and is reimbursable up to the cost of the airline ticket with receipt submission. The most direct route should be scheduled for flights unless there is significant savings to do otherwise.

--**Airline Expenses**, such as baggage fees, will be reimbursed up to the actual amount of the fees paid with receipts submission.

--**Motor Vehicle Mileage** shall be for the actual mileage driven at the standard mileage rate as allowed by the Internal Revenue Service. If you drive to/from an event, you may claim mileage reimbursement only up to the cost of coach airfare to and from the same locations. Please list where you started and your destination with the mileage claimed. You must use Mapquest to determine the mileage. If you request more mileage than what is listed as the most direct route in Mapquest, you must detail the reason in writing and explain why there is a deviation. Any local mileage must be specifically listed, “to, from and mileage” and you must demonstrate the business purpose of each trip. Mileage for the convenience of the claimant will not be reimbursed.

--**Meals** will be reimbursed for the actual meal expenses, including tips, up to \$50.00 per day. Meal expenses incurred during camp/event obtained off campus when the facility cafeteria/dining room is open, will not be reimbursed, unless there is specific written pre-approval from the Program Administrator. The written pre-approval must be attached to the Expense Reimbursement Form.

--**Rental Cars/Vans** will be reimbursed if paid with a personal credit card, if the Program Administrator has pre-approved the rental, and the rental receipt is attached. Rental Cars/Vans shall be used only for Region 3 business purposes and shall not be used for personal purposes.

--**Other Expenses** will be reimbursed if they are incurred for a reasonable business purpose of Region 3.

--**Non-Reimbursable Expenses.** Region 3 will not reimburse volunteers and employees for personal expenses, such as: traffic citations, cost of clothing, personal medical expenses, valet, entertainment, losses of personal property, personal grooming, movies, **individual or group bar** expenses or any other personal expenses.

--**Support Documentation**

--Documentation (receipts, bills, invoices, etc.), which supports the expense, must be attached to the US Youth Soccer Direct Expense Reimbursement Form.