Alberta Lacrosse Association

Enhance character, community, and culture through lacrosse.

Honour Our Game

EXPENSE FORM

Volunteers who incur costs while acting on behalf of the Alberta Lacrosse Association (ALA) may be eligible for reimbursement. Expenses must be accompanied by receipts and be pre-approved by the ALA prior submitting an *Expense Form*. If a cash advance is needed, please contact the ALA office a minimum of 15 days prior to date required for consideration.

ALA 2022/23 reimbursement rates*:	Breakfast	Up to $20
	Lunch	Up to $20
	Dinner	Up to $50
	Mileage	$0.53/km

**Meal expenses will be reimbursed at the incurred value, with supporting receipts, up to amounts listed above.*

NAME:

EMAIL:
Email is required for reimbursement e-transfer payment.

ROLE WITH ALA: Board Member

DATE	EXPENSE	COST
	TOTAL	
	LESS CASH ADVANCE	
	TOTAL OWED	

By signing this form I confirm these expenses we incurred to me while volunteering for the ALA.

SIGNATURE:

DATE:

Please submit form to info@albertalacrosse.com.

Updated September 2022