



# *Alberta Lacrosse Association*

*Enhance character, community, and culture through lacrosse.*

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**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. Please review the ALA's Financial Policy for the full terms and conditions of any and all reimbursements.

ALA 2023/24 reimbursement rates*:	Breakfast	Up to \$20
	Lunch	Up to \$20
	Dinner	Up to \$30
	Mileage	\$0.53/km

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

**EMAIL:** Email with **autodeposit** enabled is required for reimbursement e-transfer payment.

NAME:

Role with ALA:

Date	Expense	Event	Amount
		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: