

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

l'ales'.	DIEdkidSL	UP 10 320
	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:

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 email form to info@albertalacrosse.com.