

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 2024/25 reimbursement rates*: | Breakfast | Up to \$20 |
|-----------------------------------|-----------|------------|
| | Lunch | Up to \$20 |
| | Dinner | Up to \$30 |
| | Mileage | \$0.53/km |

NAME:

Role with ALA:

| Date | Expense | Event | Amount |
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ALA. Signature:

Date:

Email Address*:

Please Submit Expense to info@albertalacrosse.com

^{*}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.

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