



## Meridian Soccer Club

# Meridian Coach Expense Form

Name: \_\_\_\_\_ Coach  Assistant Coach  Board Member  TD

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

*Please see instructions on reverse of this form.*

EXPENSES	Date	Amount	Details
ie. Meals, hotel, gas	Jan. 1, 2018	\$100.00	Lakewood Kickstart
	<b>TOTAL</b>		

**\*\* Hand in your completed form with RECEIPTS to the Deanna, treasurer@meridiansoccer.ca\*\***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Gas:** Receipt required. Must be filled up prior to leaving Lloydminster and fill up upon returning within the same day.

**Meals:** \$100 for tournament

weekend Fri-Sun.

**Hotels:** Maximum \$160/night incl. taxes

**No expenses with the exception of meals will be reimbursed without receipt.**

**For MYSA use only:**

Approved by: \_\_\_\_\_ Signature: \_\_\_\_\_

Cheque#/Transfer#: \_\_\_\_\_ Amount: \_\_\_\_\_

Date: \_\_\_\_\_

- Expenses will not be paid unless accompanied by necessary receipts and completed form.
- Please read MYSA “Coaches Expense Policy Section 8.5” in the Governance and Operational Policy.
- Meal expenses will be paid per tournament weekend as per policy.
- Gas and hotel will be paid by receipt only. Hotel will only be reimbursed up to \$160.00/night including all applicable fees and taxes.