

Torpedoes Soccer Club Expense Reimbursement Form

Attach all proofs of expenses to this form – NO PAYMENT without supporting proof of expense and completed Payee Name and Address. If Payment is to be made to a supplier, include supplier's payment page and envelope.

Reimbursement Policy / Instructions

Please document your request for reimbursement thoroughly. If you paid the expense by:

Check - include a copy of the returned check or the photo copy provided by the bank.

Credit card - include the Customer Copy.

Cash- include register receipt and state the circumstances and the date you incurred the expense. (Other than for referee fees, make every attempt to pay Torpedoes-related expenses with a check or credit card.)

1. Referee Fees: For regular season referee payment reimbursement requests, give **number of games** and **amount** paid per game.

2. Referee Travel Fee: Upon closure of the field whereby you must meet the referee and pay the referee travel fee (\$25), include the dates this occurred.

3. Indoor Tournament Fees: Entry fees for indoor tournaments and/or trainer reimbursements are limited to \$500 per team, per year (provided The Team receives permission from the Board before applying to the tournament and coaches meeting requirements have been met). All other tournament expenses are the responsibility of the team. Include the Name of Tournament. See item #6 below re: additional documentation required for trainer reimbursements.

4. Indoor Gym Fees: Winter Indoor Gym Fees may be reimbursed up to \$200, per team, per year (provided the coaches meeting requirements have been met). Combined total for Indoor gym reimbursement plus tournament fees not to exceed \$500 per year.

5. State Cup registration fees: Include a copy of the State Cup registration form for your team. For State Cup referee fees, Itemize the games played and the amount paid.

6. If you are **donating** your expense reimbursement to the Club, and wish to have a record of it for tax purposes, fill out an Expense Reimbursement Form and state your intentions to donate the reimbursement in the Miscellaneous Expense area. We'll send you an acknowledgement. (As always, you should consult with your tax advisor on the tax deductibility of any donation.)

7. Trainer Fee: Hiring of a trainer is forbidden without prior authorization from the Program Coordinator and the Board. Only after being granted permission, may a team submit a request for this reimbursement after training is complete and the yearly meeting requirements have been met. (Refer to #3 – Tournament Fees)

8. Miscellaneous: All miscellaneous expenses (i.e. pinnies, team equipment, etc.) must be pre-approved by the TSC Executive Board.

9. Completely fill out, date, sign form, attach receipts and mail to:

Torpedoes Soccer Club

P.O. Box 252
Wyckoff, NJ 07481

TSC USE ONLY

Amount Reimbursed:

Date:

Check Number:

Check Issued to:

Authorizing Officer:

<u>Expenses</u> for _____ Season	<u>Amount</u>
Referee Fees	
# Games _____ @\$_____	\$ _____
Field Closure Travel Fee List Dates: _____	\$ _____

Indoor Tournament Fees	\$ _____
Name of Tournament: _____	
State Cup: Registration	\$ _____
State Cup Referee Fees:	\$ _____
# Games _____ @\$_____	\$ _____
Trainer Fee *	\$ _____
Miscellaneous *	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Expenses Submitted	\$ _____

* Pre-Approved Expenses

Reimbursement check will not be mailed unless the following portion is completely filled out. Please Print.

Coach/Person Requesting Reimbursement:

Team/Position: _____

Payee Name: _____

Address: _____

City: _____

State: _____ Zip _____

Phone: (_____) _____

Date: _____

Signature: _____