

## OISOA Expense Report

Date of Request: \_\_\_\_\_

Name : \_\_\_\_\_

**Receipts must be attached!**

Purpose of Expense: (please circle)

Mileage(EXEC Board Only)      Overnight Stay

Meetings      National Camp

Office Supplies      Postage

Uniforms      Misc,gift      Hotel      Meals

**Receipts must be attached!**

Total Requested: \_\_\_\_\_

Administrative Use Only

Reimbursed date: \_\_\_\_\_

Check # \_\_\_\_\_

Treasurer Signature \_\_\_\_\_

## Travel Expense Policy:

When traveling to over 300 miles to officiate an OISOA game overnight expenses may occur. OISOA will immediately reimburse the official up to \$150 for the one night expense. This includes hotel and meals. Mileage will be paid at end of season

**Receipts must be attached!**

When traveling south to OIT, SWOCC, etc and you decide not to spend the night reimbursement for food will be up to \$50.

**Receipts must be attached!**

Mail form and receipts to:

Steve Brooks  
28106 NE 112<sup>th</sup> Avenue  
Battle Ground, WA 98604