

OREGON ADULT SOCCER ASSOCIATION

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Expense Report Instructions

August 5, 2011

When an individual is traveling or otherwise conducting business on behalf of OASA, OASA will reimburse certain expenses upon receiving a completed OASA Expense Report Form and copies of appropriate bills; receipts; invoices; Internet or email confirmations or the like. Reimbursements are subject to OASA reimbursement policies.

- 1) Complete the Expense Report form.
- 2) Attach applicable receipts and/or supporting documentation.
- 3) If a receipt is not practical to obtain (i.e. cab driver unable to produce receipt), substantiation of the expense must be thoroughly documented on the expense report. Expenses reimbursed where no receipt is available should be minimal in amount and infrequent in occurrence.
- 4) For mileage reimbursement (receipts not needed):
 - a) Indicate the total number of miles in the description field of the "TRAVEL" column along with any other applicable notes. For example, "Round trip miles from home in Hermiston to OASA Board meeting in Portland = 368 miles."
 - b) Multiply total miles by the rate approved by the board to obtain the dollar amount to be reimbursed.
- 5) For Per Diem (receipts not needed):
 - a) Enter the total number of days to be reimbursed a per diem in the "PER DIEM" description field along with any other applicable notes. For example, write "3 days @ \$40."
 - b) Multiply the number of days by the per diem rate approved by the board to obtain the dollar amount to be reimbursed.
- 6) Submit completed Expense Report form and receipts/documentation, including signature, to the OASA office for approval.

Please refer to the appropriate OASA policy for reimbursement allowances.

[OASA Travel Reimbursement Policy](#)

All reimbursements are subject to the approval of the OASA Treasurer.

If you need additional assistance completing the expense report form, please contact the OASA office.

Anne Braghero
Operations Director
OASA