



## **West Region Financial Policy**

The West Region Financial Policy is put into place to enhance the USYS Financial Policy and provide clarification regarding the direct policy needs of the West Region.

### **Compensation**

(A) Any person providing a service which is compensated by USYS West Region, whether by contract or not, must provide to the respective program administrator to be passed to the national office:

- (1) the person's name, address, and social security number, EIN, or other identification number authorized by applicable; and
- (2) completed and signed federal and state government forms that are to be filed in accordance with applicable law.

(B) Any person providing service by contract for a specific event which is compensated by USYS West Region must provide:

- (1) completed ICA (Independent Contractor Agreement) and submitted as reimbursable expense through the Expensify system.
  - (a) ICA must be completed for each event in which service is provided.
  - (b) ICA must be entered no sooner than last day of service and no later than 60 calendar days after last day of service.

### **Expenses and Reimbursement**

As of January 1, 2018, all reimbursable expenses must be submitted through the Expensify system for approved reimbursement.

(A) Specific Requirements

- (1) An expense reimbursement report must be created by the individual through the Expensify system.
- (2) Expenses shall be paid only as a result of documentation supporting the expense with proper attachments, invoices, or other billing.
- (3) Upon completion expense report in Expensify including the date, details, accounting and program information and attached receipts or invoices, the report shall be submitted to the West Region administration or the appropriate individual responsible for approval.
- (4) Any request for reimbursement will require a minimum of one level of approval and, in cases when expenses exceed approved budget amounts, additional approval may be required of the West Region General Manager.
- (5) Receipts are required for all expenditures.
- (6) All expenses shall be submitted by the appropriate individual within 60 days of incurring the expense.

## (B) Travel Requirements

(1) A person will be reimbursed for reasonable and proper expenses incurred in connection with traveling, with exceptions as noted, in the conduct of approved business.

(2) The mode of transportation should be dictated by the relatively least expensive way to travel and must be approved by West Region administration prior to travel.

### (3) Air Travel

(a) Air travel will be "coach" class and will be arranged and paid for by the West Region within budget guidelines.

(b) Once air travel is arranged, paid for and confirmed by USYS West Region and employee the following will apply:

(i) Employee will incur all fees associated with change in air travel for all changes that are not in the best interest of USYS West Region.

(ii) Employee may be responsible for reimbursement of air travel if flight does not qualify for reimbursement and employee cancels air travel within 30 days of booked travel. Exceptions to this policy may be granted by the appropriate authority.

(c) A person may elect to drive a personal motor vehicle between home and airport, bus, or train terminals.

(d) Mileage reimbursement shall be for the actual mileage driven at the standard mileage rate as allowed by the Internal Revenue Service for the time period involved. This rate includes the cost of gas, insurance, use, maintenance, and depreciation.

(e) Parking fees and tolls are additional expenses which will be reimbursed at actual cost.

(f) The amount reimbursed for travel by private motor vehicle will not exceed the value of the least expensive air travel. Actual mileage includes round trip to destination and travel between visiting site and temporary housing, if necessary. Exceptions to this policy may be granted by the appropriate authority when it is in the best interest of USYS West Region.

### (4) Renting Motor Vehicles

(a) USYS West Region will provide transportation during all Region and National events.

(b) Rental agreements which include insurance coverage are reserved, approved and paid for by USYS West Region administration. No attempt may be made to bill directly to USYS West Region unless previously authorized and established.

(c) All USYS West Region Employees must submit the appropriate documentation for approval of driving privileges. This includes but not limited to:

(i) Background check

(ii) Driver's Consent Form

(d) In the event of an accident, local rental and law enforcement authorities must be promptly notified.

(e) Payment for rental motor vehicles is the responsibility of USYS West Region when reserved and approved by appropriate authorities for business related needs.

(5) Other Transportation

(a) Often the nature or place of the trip indicates that taking taxis, uber, lyft, or hotel courtesy cars is most economical, and negates the need for renting motor vehicles. USYS West Region will determine and approve if this means of transportation should be used when appropriate.

(6) Lodging

(a) USYS West Region will provide individuals accommodations for approved travel for Regional and National events.

(b) Individuals may be asked to provide a personal credit card to the hotel for incidentals.

(i) When a personal credit card is not required, under no circumstances may charges be billed to an individual's room without prior authorization and approval by the appropriate authority.

(c) As requirements and plans change, it is understood that not all schedules may be met. Particularly expensive to US Youth Soccer are the payments for lodging held on reservations when "no-shows" occur. Only in the most unusual circumstances will the "no-show" be considered a proper expense. The traveler has the responsibility to cancel reservations.

(7) Meals

(a) US Youth Soccer provides for reimbursement of actual meal expenses, including tips (max of 20%), up to and not exceeding a daily limit of \$65.00.

(i) Breakfast \$15.00

(ii) Lunch \$20.00

(ii) Dinner \$30.00

(b) Higher daily meal allowances may be approved by the appropriate authority in high cost areas.

(c) When meals are consumed at home before or after travel, or provided by a business associate or another member, it is expected that the full daily rate will not be needed.

(d) Each meal must be specifically and separately reported through Expensify for reimbursement must be directly related to the conduct of USYS West Region business.

(e) USYS West Region will not reimburse an individual for a meal when meals are provided.

(i) Meal reimbursements are limited to day of travel, return day and when a meal is not provided.

(8) Other reasonable and necessary reimbursable expenses related to business activities may include, but not be limited to supplies, tips, regular passport fees, postage, shipping, equipment rental, and printing and copying. Approval prior to purchase must be granted by the appropriate authority must be given to be considered a reimbursable expense. Exceptions to this policy may be granted by the West Region General Manager.

**Non-Reimbursable Expenses**

(A) USYS West Region will not reimburse persons for personal expenses, to include, but not limited to, airline club memberships, traffic citations, cost of clothing, personal medical expenses, valet, entertainment, losses of personal property, personal grooming expenses, movies or purchases of alcohol,

(B) Alcoholic beverages consumed or purchased for others will not be reimbursed unless purchased in conjunction with necessary and reasonable business entertainment.

(C) Additional costs incurred when a spouse, friend, or family member accompanies a person on a USYS West Region business trip are not reimbursable.

(D) Expenses incurred that are not attributable to USYS West Region business are not reimbursable and shall not be included on a reimbursement form.

(E) Reimbursement requests for cash equivalents will not be reimbursed unless prior approval by the appropriate authority.

(F) Reimbursement requests for any gift card will not be reimbursed.

(G) Expenses outside of the daily limits, or other guidelines as noted under Expenses and Reimbursement section of this policy.

(H) Any reports not submitted within 60 days shall not be reimbursed, unless specifically approved by the appropriate authority. However, if an emergency situation occurs preventing the timely filing of a report, the person has 60 days after the conclusion of the emergency to file the report.

**Matters Not Provided For**

Matters not provided for in this policy shall be referred to USYS Financial Policy.

By signing below, I state that I have read the forgoing, fully understand the Financial Policy set forth herein, and agree to abide by that policy.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

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

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

Position: \_\_\_\_\_