



AYSO EXPO 2015
WORKSHOP LEADER REIMBURSEMENT REQUEST FORM

If a volunteer leads or co-instructs for at least 2.5 hours the early registration fee is covered.

Payable to: _____ Date: ____ / ____ / ____

Address: _____

Workshop Leader Name: _____

AYSO Position: _____ Section: ____ Area: ____ Region: ____

Please list up to 2 workshop titles, which you instructed or co-instructed (equivalent to 2.5 hours).

DATE	EXPO	WORKSHOP

Note: You will be reimbursed for the early registration fee specific to the EXPO you attended.

Workshop Instructor Signature

Date

Approved by Section Director Text _____

 Signature

 Date

Approved by National Executive Director _____

 Signature

 Date

EXPO Workshop Leader Reimbursement Procedures

1. The Workshop Leader Reimbursement Form should be filled out and signed by the workshop leader at the EXPO after workshops have been taught.
2. The appropriate Section Director should approve the form and either fax or email to the National Office immediately after the EXPO. **We will not accept hard copies of the reimbursement form on-site.**

NOTE: All requests for reimbursement must be within 30 days from the date the requester's EXPO has ended. Failure to meet this deadline may result in disallowance of the request.

Send forms to:
 AYSO Events Department – Reimbursements
 19750 S. Vermont Ave, Suite 200
 Torrance, CA 90502
 Fax: (310) 525-1155
 Email: events@ayso.org