



1 Olympic Plaza Colorado Springs, CO 80909  
719-866-4730 ph.  
[www.usajudo.com](http://www.usajudo.com)

## **REQUESTING FINANCIAL SUPPORT FOR REFEREE RELATED EXPENSES**

### **Expense Reimbursement Procedures:**

- Complete USA Judo Expense Report
- All receipts must be in ONE pdf or word document
  - Documents not sent in above format will result in report not being accepted until submitted correctly as noted above
- Submit expense report and receipts to RC Chair for processing

RC Chair will review and approve expenditures. RC Chair will submit all documents to USA Judo Director of Finance with copy to the CEO to include a master list of referees receiving reimbursement and the amount of reimbursement that is approved for each referee.

USA Judo utilizes the Bill platform, <https://www.bill.com/>. To manage and process and expense requests. All referees receiving reimbursement from USA Judo will receive an invitation to set up a free vendor account in Bill. Each vendor will receive an email notification when a bill has been entered into the system and another notification when the bill has been paid. The vendors can set up direct deposit on the Bill platform. Vendors with direct deposit will receive their reimbursements 5-7 days faster than those being paid by check.

### **Deadline for Submission:**

- Per USA Judo policy, all reimbursement requests must be submitted within 30 days of the event.
- To meet this deadline, documents must be provided to the RC Co-Chair no later than 25 days following the event, to allow sufficient time for review and submission.

Please ensure all receipts are itemized and clearly associated with the activity in question.

### **Reimbursement Guidelines for USA Judo Event Participation (Youth, Senior, Junior Olympic and President's Cup National Championships)**

The following individuals may be eligible for reimbursement:

- On-mat Referees
- Mat Chiefs
- Evaluators
- Chief Referee
- CARE System set up/breakdown
- Other designated officiating roles

Reimbursements may be provided as outlined below:

- **Transportation:**
  - Airfare or ground transportation to and from the event location
  - Airport parking fees
  - Local transportation (e.g., hotel to/from tournament site), if not provided by the host organization
- **Lodging:**
  - Hotel expenses, if accommodations are not provided by the host organization
  - *Chargeable nights are typically limited to the night before the first scheduled meeting through the night of the last day of the event.*
- **Meals:**
  - Meal expenses are not reimbursable

Referees are expected to fulfill their assigned duties for the full duration of the event. If a referee does not complete their responsibilities, the stipend amount may be reduced or withheld at the discretion of the Referee Committee leadership.

### **Distribution and Documentation**

The distribution of stipends and collection of required documentation will be overseen by the RC Co-Chair for Domestic Activities (if present), or their designated representative.

Each recipient must complete and sign an Acknowledgement of Receipt of Funds form, which will be submitted to the USA Judo CEO or their appointed representative.

### **Miscellaneous Referee Program Related Expenses**

All expenditures are to be reviewed and approved by the Co-Chair for Domestic Activity and/or USA Judo CEO prior to incurring any financial obligation; otherwise, the expense might not be reimbursed.

### **Request and Payment Process**

The process will start with the Referee either requesting advanced approval or, if the request is already specifically covered by a line item in the budget, the preparation of the appropriate form and emailing the completed form (in Excel format) and all required receipts to the Co-Chair (Domestic Activities) at [miketakata@gmail.com](mailto:miketakata@gmail.com) who will handle all referee financial requests, including both domestic and international activities. Provide the request using the "Referee Reimbursement Request Form blank Excel form" (available at <https://www.teamusa.org/usa-judo/forms/referee-forms>) Do not copy the information into a pdf or any type of picture file – additional notes and signatures are required.

The Co-Chair (Domestic Affairs) who handles all financial requests will then (after verifying the expenditure and receipts meet the budget and policy requirements) approve and forward the approved request to the USA Judo Director of Finance, Compliance & Office Operations with copy of the CEO for payment. Upon receiving payment, the Referee should notify the Co-Chair (Domestic Activities) by email of the date and amount received.