



## USA Judo Expense Reimbursement Policy & Instructions

Updated 7/17/2021)

**All reimbursement expenses will only be reimbursed within 30 days from the time the expense was incurred. Failure to submit an expense report within this 30-day window will result in NOT being reimbursed for your expenses.** USA Judo will pay net 30 from the time reports and receipts are received/ approved. Expense reports must be fully completed as outlined in the policy or they will be returned with a note referencing the items that need to be corrected/update, thereby delaying reimbursement.

### Expense Report Form Instructions

To ensure proper accounting and timely reimbursement, please review the following instructions for submitting an expense report form.

- Only USA Judo Expense Report forms will be accepted (Form A attached).
- Original receipts must be provided.
- Ensure that there is a dollar amount on the receipt.
- Submit only one receipt per transaction, preferably the itemized receipt, specifically for any meal receipts.
- If the receipt was for more than 1 person (yourself), please list all individuals on the receipt.
- Tape original receipts to one side of an 8.5 x 11 blank sheet.
- If receipt is in an amount other than USD, please calculate the exchange rate (at the time of activity) and only list USD on the expense report form.
- Please include a receipt showing the conversion rate at the time of exchange.
- Number all receipts to correspond to the same number on the USA Judo Expense Report form.
- Bank statements or credit card statements are not acceptable receipts. If missing a receipt, please complete and submit Form B, attached
- When listing items in the "Description" column, please list the name of the provider not what the item was. For example, list "Applebee's" rather than "food/meal".
- Please list dollar amounts in the subject columns. For example, "Description" is Applebee's, in the "Meals" column should the dollar amount of the meal.
- Alcohol is not reimbursable against a government grant and only moderate alcohol purchases will be considered by USA Judo, i.e., a drink with dinner.
- Please be sure to include your current mailing address on the form.

**Failure to adhere with any of the above may result in the paperwork being returned to you for compliance, which in turn may delay your reimbursement.**

Per the Board approved USA Judo Financial Controls and Policies, requests for reimbursable expenses are to be submitted to the National Office within 30 days of incurring the expense.

End of Year reimbursements: No reimbursable expenses will be accepted after February 15 for expenses incurred during the previous year. Electronic submission of expenses is preferred. If necessary, hard forms and receipts may be sent to: USA Judo, 1 Olympic Plaza, Colorado Springs, CO 80909.

Thank you for your assistance in complying with these policies and procedures. Please contact Keith Bryant, USA Judo CEO, at [keith.bryant@usajudo.us](mailto:keith.bryant@usajudo.us) if you have questions.





## ***FORM B***

### ***Credit Card Receipt Slip***

***Please Use This Slip For Any Receipt That Is Not Accounted For On Your Credit Card Bill***

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Amount** \_\_\_\_\_

**Place** \_\_\_\_\_

**Detailed Discription** \_\_\_\_\_

**For** \_\_\_\_\_

**Where Receipt Is** \_\_\_\_\_

**Please Sign** \_\_\_\_\_

**Date** \_\_\_\_\_