

Stillwater Area Hockey Association

Expense Reimbursement Process

Sept. 14, 2023

Overview:

Review the guidelines below when requesting reimbursement of approved expenses or payments of invoices for services rendered or goods *provided to the organization*.

Please note SAHA has made the decision to only reimburse for expenses over \$50.00.

Expense Reimbursement:

Routinely throughout the year, members, coaches, and volunteers will pay for miscellaneous items and require reimbursement by the organization. These should typically be requests for reimbursement of smaller dollar items (i.e. less than \$500). Pre-approval of expenses over \$500.00 is strongly encouraged. Email SAHA's Treasurer, Karla Lunan (karlalunan@gmail.com), regarding requests for larger dollar amounts.

Below are examples of typical expenses:

- Tryout expenses (often paid for by level coordinators)
- HAB meeting expenses
- Playmakers expenses (golf tourney, night out, etc.)
- SAHA sponsored tournament expenses (Roses tourney, Stampede etc)
- Miscellaneous marketing expenses
- Coaches expenses to register with USA hockey and/or CEP education
- Other Misc. expenses approved by a board member

Expense Reimbursement Request Process:

Reimbursement requests must be made through the [online "registration" process](#) and **a receipt or order form must be submitted.**

- Picture/Screen shot from phone is okay
- Ensure an explanation is provided (i.e. tryout expense, playmakers, etc.)
- Mailing address and who to make check payable must be provided
- Include any special instructions in the last box

Requests will be reviewed by SAHA's Treasurer bi-weekly. Upon approval from SAHA's Treasurer, checks will be sent to the address provided on the reimbursement registration.

Email SAHA's Treasurer, Karla Lunan (karlalunan@gmail.com), with any questions.