

INSTRUCTIONS:

Complete the form and return with receipts to the treasurer. Completed forms may be emailed

Checks are processed on the 2nd Monday of every month.

DLYHA
PO Box 393
Detroit Lakes, MN 56502

or

dlyouthhockeytreasurer@gmail.com

Coach Training (All Coaches)

- Coaches will be reimbursed for registration fees to coaching clinics.
- Safe Sport Background Check reimbursement
- Hotel, meals, and travel expenses will not be paid, unless given special board permission. Written approval must be attached.

Coaching Expenses Reimbursed:**Head Coaches**

- Hotel stays for DLYHA scheduled tournaments– arranged for by DLYHA
- Equipment purchases, - previously approved by the Board of Directors
- Mileage for Head Coaches

Assistant Coaches (Only one Assistant Coach per Team, multiple coaches may split reimbursement if agreed upon)

- Hotel stays for DLYHA scheduled tournaments– arranged for by DLYHA
- Mileage – None

Other purchases

All purchases not listed above must be approved in WRITING by a member of the Board of Directors PRIOR to purchase.

When ever possible the association CC will be used and tax exemption verification will be provided.

When this is not used the tax portion of the purchase will not be reimbursed.

Purchases without approval will NOT be reimbursed.

ALL PURCHASES MUST HAVE ITEMIZED RECEIPTS ATTACHED

All current seasons reimbursement must be requested no later than March 15th.

We fully recognize that there are circumstances that may arise outside of the above described, please contact the Treasurer - Kari Stattelmann 218-236-1147 with any questions.