OREGON SCHOOL ACTIVITIES ASSOCIATION
25200 SW Parkway Avenue, Suite 1
Wilsonville, OR 97070
Phone: 503.682.6722 FAX: 503.682.0960

OFFICIALS EXPENSE VOUCHER

Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Event: _____
(Be Specific)

Official's Association: _____

Travel From _____ To _____
City/home City/site

TOTAL ROUND TRIP MILES: _____

Meals: o Breakfast o Lunch o Dinner $_____
(R*eceipts are not required for meal reimbursement*)

o Other Receipt must be attached $ _____

Explain: _____

Expenses must be submitted within 30 days of the event.

For Office Use Only:

Acct: _____ $ _____ Acct. _____ $ _____

Date Paid: _____ Check #: _____ Total: $ _____

Oregon School Activities Association

OFFICIALS REIMBURSEMENT POLICY

The OSAA Executive Board sets the rate of reimbursement for officials' expenses. The following rates currently apply:

MILEAGE: Reimbursed at the rate of 50.5¢ per mile round trip.

LODGING: If an official wishes not to share a room, there will be no reimbursement for lodging and he / she must make their own reservations.

MEALS: Any meal reimbursement will be based on the time of the assignment and must be confirmed by the OSAA staff prior to the game. Reimbursement is limited to $8 for breakfast, $10 for lunch, and $15 for dinner. Receipts are not required for reimbursement.