



**New York State West**  
2024 Expense form - UPDATED JANUARY 1, 2024



Name \_\_\_\_\_ Department \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zipcode \_\_\_\_\_ Date \_\_\_\_\_  
 Phone \_\_\_\_\_

PURPOSE OF TRIP: \_\_\_\_\_

Itemized Air/Transport Expenses					Itemized Lodging Expenses				
Date	Business Purpose	From - To	CC	Amount	Date	Hotel & Business Purpose	City	CC	Amount
<b>Total Itemized Air/Transport Expenses</b>				\$ -	<b>Total Itemized Lodging Expenses</b>				\$ -

Itemized Meal Expenses					Itemized Entertainment Expenses				
Date	Where and Business Purpose & Who	Type	CC	Amount	Date	Who	Purpose	CC	Amount
<b>Total Itemized Meal Expenses</b>				\$ -	<b>Total Itemized Entertainment Expenses</b>				\$ -

Business Use of Personal Automobile								
Date From	Date To	Business Purpose & Start to Destination			Start Mileage	End Mileage	NA	Total Miles
<b>Total Reimbursement for Business Use of Personal Automobile</b>							\$ -	

Itemized Other Travel Expenses (Parking/Tolls/Gas/Etc.)					EXPENSE SUMMARY		
Date	Business Purpose	Type	CC	Amount	GL Acct		Amount
<b>Total Itemized Other Travel Expenses (Parking/Tolls/Gas/Etc.)</b>				\$ -			
					<b>SUBTOTAL TRAVEL</b>		\$ -
					<b>Total Itemized Meal Expenses</b>		\$ -
					<b>Total Itemized Entertainment Expenses</b>		\$ -
					<b>SUBTOTAL MEALS/ENTERTAINMENT</b>		\$ -
					<b>OTHER ITEMS</b>		\$ -
					<b>TOTAL EXPENSE SUMMARY</b>		\$ -
					<b>Total Expenses charged to NYSWYSA CC</b>		\$ -
<b>Total Itemized Other Reimbursable Items</b>				\$ -	<b>TOTAL AMOUNT DUE</b>		\$ -

By processing this expense report I am declaring (under the penalties of perjury) this account of expenses is accurate and conforms with all travel and expense policies of New York State West Youth Soccer Association and any NYS regulations. The expenses were actual, reasonable and incurred in the performance of my official duties. No portion of this claim was provided free of charge, covered by a registration fee, previously reimbursed from another source, or will be paid by any other source in the future.

Submitter \_\_\_\_\_ Date \_\_\_\_\_ Approved \_\_\_\_\_ Date \_\_\_\_\_