

DELRAN ATHLETIC ASSOCIATION

REIMBURSEMENT OF OUT-OF-POCKET EXPENDITURES POLICY

- A. All out-of-pocket expenditures related to a DAA activity must be pre-approved by the respective league commissioners or Athletic Directors.
- B. All expenditures must be documented in accordance with the DAA Cash Disbursements Policy. This includes evidence and nature of the costs as well as approval of the expense.
- C. Any purchase must be prepared following the procurement policy.
- D. Examples:
 - Some examples of expected or acceptable out-of-pocket costs are: costs to replace / replenish snack stand inventory, ties for soccer net, etc.
 - Unacceptable out-of-pocket costs includes new or additional uniforms (including tournament play), purchase of additional trophies/medals, payment of tournament fees, payment of umpire or referee fees (these are paid to head coaches in advance).
- E. All reimbursement requests must meet the criteria listed above before any reimbursement of monies from the league can be made. Failure to comply with these criteria will delay reimbursement, and may result in non-payment of any expenditure.