

EXPO



2017

Workshop Leader Reimbursement Request Form

Workshop leaders who instruct or co-instruct for 2.5 hours qualify for **early bird registration** reimbursement.

Workshop Leader Name: _____ AYSO ID #: _____

AYSO Position: _____ Section: _____ Area: _____ Region: _____

Email Address: _____ Phone #: (____) _____

Please list up to 2 workshop titles, which you instructed or co-instructed (equivalent to 2.5 hours).

DATE	EXPO	WORKSHOP TITLE
		1.
		2.

Workshop Leader Signature Date

Approved by Section Director:

Section Director Signature Date

Approved by National Executive Director:

National Executive Director Signature Date

EXPO Workshop Leader Reimbursement Procedures

1. The Workshop Leader Reimbursement Form must be filled out and signed by the workshop leader at the EXPO **after** workshops have been taught.
2. The Section Director must sign this form and the requestor must include this form as an attachment when submitting their request in Chrome River. Proof of registration payment must also accompany this request. Only the cost of the **Early** Registration fee will be reimbursed. Reimbursements will be made directly to the Workshop Leader via Chrome River only.
3. All reimbursement requests must be submitted and included as an attachment in Chrome River within 30 days after the EXPO. No exceptions!

Any reimbursement requests received 30 days after the conclusion of the EXPO may not be awarded.

Chrome River website: <https://app.chromeriver.com/login>

Questions? Email: Finance@ayso.org