

January 8, 2018

## NOTICE:

Important information regarding the reimbursement process at USA Judo:

1. We have a new director of finance in Christine Godleski who has provided tremendous help in creating and streamlining processes to help improve USA Judo's Finances.
2. Historically, we have sometimes been challenged with individuals submitting their expense reports and receipts within the 30-day window outlined in the attached Expense Report Instructions. We need everyone's cooperation to follow our protocols for reimbursement in a timely fashion.
3. If you have any outstanding 2017 expenses that need to be reimbursed due to USA Judo Business, please submit a fully and properly completed expense report by **Thursday, February 15, 2018. Any 2017 expenses submitted after this deadline will NOT be paid.**
4. In an effort to continue improving USA Judo's financial situation and cash flow, **2018 Expenses will only be reimbursed within 30 days from the time the expense was incurred. Failure to submit your expense reports within this 30-day window will result in NOT being reimbursed for your expenses.** USA Judo will pay net 30 from the time reports and receipts are received/approved. Expense reports must be completed as outlined in the policy or will be returned with a note referencing the items that needs to be corrected/updated, thereby delaying reimbursement.

Please let Christine ([Christine.Godleski@usajudo.us](mailto:Christine.Godleski@usajudo.us)) or Keith ([Keith.Bryant@usajudo.us](mailto:Keith.Bryant@usajudo.us)) know if you have questions regarding this reimbursement policy. As a reminder, USA Judo now cuts checks every Thursday, rather than daily as has been done in the past. Again, this will improve financial operations for the organization and allow us to spend more time and resources on our mission; growing our sport and supporting our members. We apologize for any inconvenience this may create for you. We appreciate you and want to improve to better serve you. We feel these new policies will help us do that.

I look forward to seeing you all soon and **thank you for all you do for USA Judo!**

Very Respectfully,  
Keith

Keith Bryant  
CEO/Executive Director  
USA Judo



## Expense Report Form Instructions

To ensure proper accounting and speedy reimbursement, please review the following instructions for submitting an expense report form.

- Only USA Judo Expense Report forms will be accepted (Form A attached).
- Original receipts must be provided.
- Ensure that there is a dollar amount on the receipt.
- Submit only one receipt per transaction, preferably the itemized receipt, specifically for any meal receipts.
- If the receipt was for more than 1 person (yourself), please list all individuals on the receipt.
- Tape original receipts to one side of an 8.5 x 11 blank sheet.
- If receipt is in an amount other than USD, please calculate the exchange rate (at the time of activity) and only list USD on the expense report form.
- Please include a receipt showing the conversion rate at the time of exchange.
- Number all receipts to correspond to the same number on the USA Judo Expense Report form.
- Bank statements or credit card statements are not acceptable receipts. If missing a receipt, please complete and submit Form B, attached.
- When listing items in the "Description" column, please list the name of the provider not what the item was. For example, list "Applebee's" rather than "food/meal".
- Please list dollar amounts in the subject columns. For example, "Description" is Applebee's, in the "Meals" column should the dollar amount of the meal.
- Alcohol is not reimbursable against a government grant and only moderate alcohol purchases will be considered by USA Judo, i.e., a drink or 2 with dinner.
- Please be sure to include your current mailing address on the form.

Failure to adhere with any of the above may result in the paperwork being returned to you for compliance, which in turn may delay your reimbursement.

Per the Board approved USA Judo Financial Controls and Policies:

Requests for reimbursable expenses are to be submitted to the National Office **within 30 days** of incurring the expense.

End of Year reimbursements: No reimbursable expenses will be accepted after February 15 for expenses incurred during the previous year.

Thank you for your assistance with this and please feel free to contact me if you have any questions or you need a copy of the fillable USA Judo Expense Report form.

Send all forms and receipts to: USA Judo  
1 Olympic Plaza  
Colorado Springs, CO 80909

7/6/2017



# FORM A Expense Report

USA Judo  
One Olympic Plaza  
Colorado Springs, CO 80909

*For Office Use Only*

EVENT: \_\_\_\_\_

Name: \_\_\_\_\_

EVENT DATES: From \_\_\_\_\_

Address: \_\_\_\_\_

To \_\_\_\_\_

**TRAVEL INFORMATION:**

Location \_\_\_\_\_

\_\_\_\_\_

Team Manager \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Invoice No. \_\_\_\_\_

| Date | Class | Description | Hotel | Transport | Fuel | Meals | Auto | Misc | Receipts Y/N | Total |
|------|-------|-------------|-------|-----------|------|-------|------|------|--------------|-------|
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             |       |           |      |       |      |      |              | \$ -  |
|      |       |             | \$ -  | \$ -      | \$ - | \$ -  | \$ - | \$ - |              | \$ -  |

APPROVED: \_\_\_\_\_

NOTES: \_\_\_\_\_

|                   |      |
|-------------------|------|
| <b>Subtotal</b>   | \$ - |
| <b>Advances</b>   |      |
| <b>Total Due</b>  |      |
| <b>(Returned)</b> | \$ - |

7/6/2017  
NOTE:

- 1.Keep a copy for your records
- 2.Include original receipts, un-receipted items may not be reimbursed



## ***FORM B***

### ***Credit Card Receipt Slip***

***Please Use This Slip For Any Receipt That Is Not Accounted For On Your Credit Card Bill***

**Name** \_\_\_\_\_

**Date** \_\_\_\_\_

**Amount** \_\_\_\_\_

**Place** \_\_\_\_\_

**Detailed Discription** \_\_\_\_\_

**For** \_\_\_\_\_

**Where Receipt Is** \_\_\_\_\_

**Please Sign** \_\_\_\_\_

**Date** \_\_\_\_\_