



# Coach Travel & Expense Policy

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Effective August 1, 2018, revised January 10, 2020

This policy is to ensure that the Club is consistent with regards to what costs are to be covered by the team for the coach when teams travel. The expenses will be reimbursed to compensated coaches within the club. Parent volunteer coaches are excluded from this policy.

## Car Per Diem

- Travel for events 150 miles or less round trip are not reimbursed as they are considered standard commute.
- Car travel for events 150-900 miles round trip should be tracked by the coach and will be reimbursed at the standard IRS rate, which is currently \$.545/mile. Mileage should be calculated with your home as the starting and ending point of your trip. Documentation should include mileage logged and can be supported by Google maps for your route.
- In the event that car travel would be greater than 900 miles round trip, the coach should be flying. In the event the coach elects to drive, the per diem will be capped at the lessor of the airfare or 900 miles.

If the coach rides with a parent/family or another coach traveling to the same tournament, the coach does not receive the car per diem. Nor should the parent/family/coach driving receive any compensation (other than their own coach per diem for the coach driving) or charge the team for driving the coach.

## Airfare

If the team is traveling to and from a tournament or showcase that is more than 900 miles round trip by car, the coach should be flying, and it is the responsibility of the team to cover the cost of the flights; the team or coach should purchase the ticket with the most reasonable fare based on dates and times needed.

If the coach elects to fly to an event that is less than 900 miles round trip by car, the reimbursement is capped at the lessor of the airfare or the mileage to the event.

The coach is not required to take the least expensive flight but should be considerate of that as an option when booking travel.

When booking airfare on Delta, please enter the clubs Skybonus account number - US0105817

## Rental Car

If a coach flies to a tournament or showcase (based on the criteria above), the team is responsible for his/her cost of a rental car including fuel.

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If the coach, at their discretion, shares a rental car only the coach's portion of the rental car should be covered.

- Example: rental car cost \$100, 4 passengers = \$25 per passenger, \$25 charged back to team.

## **Bus Travel**

If the team travels by bus to and from a tournament or showcase, the coach is expected to travel on the bus with the team. His/her cost should be equal to the players or per person on the bus (however the team calculates the cost) and charged back to the team.

## **Hotel**

The team is responsible for the hotel room from the night before the team's first game through the night before their last game and any nights in between. The coach is responsible for any expenses charged to the room (internet, meals, movies, mini bar charges, etc.) other than room rate and taxes, unless other fees are required (i.e. parking, resort fees, etc.).

An exception to the last night of hotel stay is made if the last game time is too late to accommodate travel back home by 10:00pm. These exceptions should be cleared by the Technical Director or Executive Director in advance of the stay.

## **Meal Per Diem**

For travel that includes hotel stays: Teams are responsible for a per diem of \$50 per day of games for meals and \$37.50 (75%) on the first and last travel days. If a day consists of both games and travel, the full \$50 is allocated for that day.

For same day travel that is between 60-150 miles round trip and there are two or more games in a day: Teams are responsible for a per diem of \$20 per day.

If the coach is joining in on a team meal, the coach should be contributing for their meal out of the per diem.

## **Multiple Coaches**

If a team has more than one coach, the team is only obligated to pay for the equivalent of one coach's expenses: one hotel room (per night as described above), one airfare, or car per diem and one meal per diem (per hotel night). These situations should be discussed with the Executive Director in advance of the travel.

## **Shared Coaches**

If more than one team has the same coach at a tournament the teams split the cost of one coach equally. The coach should complete the reimbursement form noting both teams on the form for reconciling out to the team fees charged to each team.

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## **Receipts**

Per IRS rules, **ALL** receipts must be retained for any payments made on a coach's behalf or reimbursed to a coach other than meal purchases. If a coach purchases airfare or pays for his/her hotel room, he/she must turn in the receipt in order to be reimbursed - **NO EXCEPTIONS.**

## **Reporting**

Upon return from the tournament or showcase, the coach should complete the reimbursement form and submit that along with the supporting documents to payroll@salvosoccer.org for approval. Reimbursement will be made through payroll as regularly processed. Any reimbursements received after the 25<sup>th</sup> of any month will be processed the following month.