



Coach Travel Expense Policy

The Coaches Travel Expense Policy has been developed to enable each Head Coach to make a substantial contribution to the success of their team and the club as a whole. The policy is designed to establish and communicate equitable standards, ensuring consistent and fair treatment of all Head Coaches traveling for team or club business. Coach travel expenses shall be paid by the respective team the coach is traveling with. This policy will be used for ALL games locations more than 200 miles one way.

Parent coaches are ineligible for the travel expense reimbursement.

1) Travel

- a) Rental Car and fuel - Economic, intermediate or midsize sedan (Coach **MUST** submit receipts to team manager to receive reimbursement from the team).
- b) The least expensive 30 day advance airfare available, including baggage fees, rental car at destination, and fuel for trip. (Coach **MUST** submit receipts to Team Manager to receive reimbursement from the team).
- c) Fuel for personal vehicle - For team related travel to and around destination. The Team Manager may calculate based on their own gas expenses and consumption or charge current mileage rate. (Coach **MUST** submit receipts to team manager to receive reimbursement from the team).

The Head Coach will only have the cheaper of the above options covered when traveling. For example: If the cost of renting a car and gas to drive to Las Vegas is less than the cost of flying to Las Vegas, car rental and gas, then the coach must drive or opt not to receive the coaches covered costs for the travel and gas expense relevant to the distance in question.

2) Parking - any parking fees associated with the tournament or lodging may be covered by the team.

3) Lodging - Stay and Play nights of the tournament. The night preceding the first game and the night before the last game to be played. The team will cover a single room for the coach at the specific tournament sanctioned hotel or the location at which the majority of the team is lodging.

4) Per Diem - \$40/day. If the hotel provides a continental breakfast, the Per Diem will be reduced by \$10. The day on which the coach travels they shall receive a ½ day per Diem.

The coach will only be reimbursed for expenses for which he/she submits the receipts to the Team Manager of the team for which the travel is required.