

AVC Coach Hotel Reimbursement Policy

AVC budgets for one hotel night per coach for each 2 day tournament allowed per traveling team; this expense is factored into and covered by player's fees each season. In order to manage to keep player's fees reasonable each season, AVC must put into place coach reimbursement guidelines. Each coach's request for additional reimbursement must meet specified criteria in order to be covered by other AVC income, or an increase in player's fees. The AVC board reviews each Hotel Additional Reimbursement Request form and will communicate to the coach their reimbursement decision.

Hotel Expense Guidelines:

- Tournament-related hotel rooms will be reimbursed based on meeting of the following criteria:
 - Cap of \$150 per night.
 - 2 day tournaments where location is over 120 mi. one-way from DC Gym: 1 night at \$150 cap, preferred to be at the same hotel as the team.
 - Additional requests for hotel reimbursement can be requested via Reimbursement Request Form & receipt, which will be reviewed by AVC board for consideration. Criteria for submitting Reimbursement Request for 2nd hotel night: Location of the play-date/tournament is over 120 miles one-way from DC Gym (720 Fillmore St) and the first game is at or before 8:00 am.
 - Receipts must be turned into AVC Treasurer for reimbursement check within 30 days.
- Mileage is not reimbursed.
- Other travel expenses are not covered by AVC.

To be reimbursed for the budgeted 1 hotel night per 2-day tournament, the hotel receipt must be mailed or emailed within 30 days of the hotel stay. If any additional hotel reimbursement is desired, the AVC Additional Hotel Reimbursement Request Form must be fully filled out, signed by the coach and submitted with the hotel receipt.

Email to treasurer@alexvolleyballclub.org or mail to AVC, PO Box 93, Alexandria, MN 56308

Example 1: Team A has a 2-day tournament at Rosemount High School and their Saturday pool play starts at 8 am. Rosemount High School is 157 miles from DC Gym. The coach and team stays at a hotel near the MOA for \$140/night (including taxes).

- The coach can submit the completed and signed Additional Hotel Reimbursement Request Form with their hotel receipt to request to AVC to request both nights to be reimbursed because it meets both the distance, pool play start time and 2-day tournament criteria.

Example 2: Team B has a 1-day tournament at the Rochester National Volleyball Center and the team starts pool play at 8 am. RNVC is 218 miles from DC Gym. The coach and team stay at a hotel in Rochester the night before for \$165/night (including taxes).

- The coach can submit the completed and signed Additional Hotel Reimbursement Request Form with their hotel receipt to request to AVC to request the one night to be reimbursed because it meets the distance criteria and tournament start time criteria, although reimbursement is capped at \$150 to the coach.

Example 3: Team C has a 1-day tournament at the Woodbury High School and pool play starts at 10 am. Woodbury High School is 151 miles from DC Gym. The team and coach stay at a hotel the night before so they are not so rushed on Saturday morning.

- This hotel expense is not reimbursed by AVC as pool play starts later in the morning, even though the distance traveled is greater than 120 miles. It is reasonable for AVC to deny reimbursement based on the policy and guidelines.