# CDAHA Travel Reimbursement Policy

The team reimbursement policy will cover up one *non-parent* coach. A non-parent coach is a coach without a child on the team that they ae coaching. Parent coaches are not considered eligible for reimbursement.

Reimbursement is available for “out of area” tournaments only. This is defined as a tournament what would require the team to stay in a hotel.

Qualifying expenses for reimbursement:

* Hotel (at the block rate for the team)
* Mileage (at current IRS rate)
* Meals (no more than $50/day)

Expenses that do not qualify for reimbursement:

* Alcohol
* Meals for additional family members

For reimbursement a travel expense reimbursement report must be submitted with itemized receipts within 2 weeks of travel. Without itemization, expenses will not be reimbursed.

For out of country travel to Canada, reimbursement will be at the rate of the current exchange.

Where possible, coaches will attempt to carpool and share expenses.

# Coeur d’Alene Hockey Association

# Expense Reimbursement Request

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  | Team: |       |
| Event: |       | Dates: |       |

**Mileage** (if applicable):

|  |  |  |  |
| --- | --- | --- | --- |
| Destination: |        | x 57.5 cents/mile = | $       |
| **Lodging** (receipt required):       |  | $       |

**Meals** Include receipts ($50/day maximum):

|  |  |
| --- | --- |
| Total of Meal Receipts: | $       |

|  |  |
| --- | --- |
| **Total Reimbursement Request**: | $       |

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Signature of Coach Signature of Team Manager

Please note: Expense report forms with receipts attached, signed by the coach and the manager, must be given to the Club treasurer **within two weeks** following the trip. Non-parent Coach reimbursement expenses are allowed per policy for a maximum of one non-parent per trip as follows: meals up to $50.00 per day based on receipts; lodging room only, no incidentals; mileage at the current IRS rate, based on a standard map. Coaches will not be reimbursed for expenses incurred for games in which they are suspended.