JR. PIONEERS HOCKEY

UNIVERSITY OF DENVER

Coach/Team Travel Reimbursement Policy

This policy update document is intended as a supplement and clarification to the Junior Pioneers Hockey (JPH) travel expense policy. This document covers regional (e.g., Denver metro area), in-state, and out-of-state travel expense policies. This policy may be updated/refined at any point and is only a rough guide covering the various team travel scenarios:

- Regional Games
  - League games around the metro area or,
  - Day-trip games where driving up and back is an option.
- Stay-to-play Tournaments
  - This is a type of tournament that requires all team members to book at specific hotels.
  - It is the coach and team manager to verify if a tournament is a "stay-to-play".
- Out-of-Town Tournaments
  - This is a type of tournament where the organizer does not require specific hotels.
  - This requires extra coordination with the coaches and teams to organize hotel expenses

Please remember the following information:

Team travel is considered a business trip for the coaches, players, and accompanying parents/family members. They are representing the University of Denver and the Jr. Pioneer Hockey program. It's important for the coaches, players, and any accompanying family members to remember their roles as ambassadors for the program. While providing detailed guidelines here, we would like to remind the team and the coach that they are partners and should work together within these guidelines to establish expectations before any trips or expenses occur.

The information in this document is intended to manage expectations, and all bookings must be shared with the team manager/treasurer via email before the trip. If any travel needs go beyond or differ from what is outlined here, the team manager must be contacted and approve the booking to ensure the team is aware of the expenses. Any expenses that unreasonably exceed these guidelines (as determined by the program director) will only be reimbursed at the rates specified below. Personal expenses must be separated or excluded from the team's "business" reimbursable expenses submitted to the team treasurer.

- Car Transportation
  - Regional Travel (own-vehicle transport)
    - $0.67 / mile or the latest IRS mileage rate (https://www.irs.gov/tax-professionals/standard-mileage-rates).
    - The coach is responsible for tracking mileage at the beginning and end of the trip.
    - NOTE: the mileage rate means no additional expenses are to be itemized because this rate covers gas and nominal wear-and-tear incurred.
  - Rental Car (out-of-town or stay-to-play tournaments)
    - Reasonable car rental size and rate.
    - Coach car-pooling is required, and coaches are encouraged to work with the team on one-off car needs.
    - Gas receipts must be kept and provided to the team manager/treasurer.
    - The coach must keep and provide a final rental car receipt.
  - Insurance and Deductible
    - It is up to the driver of any vehicle to provide car insurance coverage. Accident-related deductibles are not team responsibility.

- Air Transportation (out-of-town or stay-to-play tournaments)
  - Economy class air travel accommodations.
  - Baggage fees for personal items and JPH-related items.

- Hotel (out-of-town or stay-to-play tournaments)
  - Team reserved or comparable hotel room.
  - A reasonable effort to be made for paid coaches of the same gender to bunk (not required).

- *Per diem* (out-of-town or stay-to-play tournaments)
  - $45 / day / coach
  - Any day or partial-day away from home is counted as a *per diem* day (e.g. left “home” at 11.59 pm still counts as 1 *per diem* day)
  - This covers all non-transportation expenses (e.g. meals) for the coaches with the team, any additional incidentals are not reimbursable.
  - NOTE: This means that coaches should not expect to have meals paid for by the team at any point. If a team event with food is occurring please just level-set with the team manager to understand how the bill will be split.

- Submission and Reimbursement Timelines
  - All travel reservations should be shared with the team treasurer and team manager before the trip.

- Cancellations
  - The team is not *required* to reimburse travel expenses for cancellations.
  - The team *may* choose to reimburse depending on the circumstances.

- Parent and Coach
    - If a parent is acting as a coach, the program suggests treating the parent as a separate “parent” and “coach.”
        - The “parent” would be responsible for paying into the team fund for their player(s) share of the reimbursements.
    - The “coach” would then receive a pay-out from the team.
    - YES this duplicatates money flow but it’s required for team accounting.

- Conflict Resolution
    - Communication before a trip is critical for both the coach, team treasurer and team manager.
    - Coaches, do not guess if an expense is reasonable or not, just communicate!
    - Team treasure and team manager, don’t squeeze the coach, remember they’re a part of the team and helping our players.
    - Escalation to the program director for large differences must be made ASAP.