



NORTH SUBURBAN SOCCER COACH TRAVEL REIMBURSEMENT POLICY

Effective 10/1/2018

Personal expenses for coaches are to be covered by the team when the team travels to tournaments or league games outside of the Twin Cities area.

AIRFARE

If the team is traveling to and from a tournament or showcase outside the seven county Metro Area at a distance of 8 or more hours by vehicle, the coach can choose to fly. 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.

The coach is not required to take the least expensive flight if it does not work with his/her schedule (full time work, other team commitments, family commitment, etc.). However, whenever possible the coach should try to accommodate the least expensive flights and arrange schedules to coordinate.

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 and gas reimbursement. Coaches should keep any gas receipts and turn into the team following the tournament for reimbursement.

Coaches are responsible for securing the rental car and provide a receipt for reimbursement to the team.

A family can offer the coach a rideshare but should not be expected.

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.

CAR PER DIEM

0 – 74 miles: no reimbursement

75 – 350 miles: Mileage is reimbursed to the coach for tournaments at the current IRS mileage rate with a maximum of 350 miles.



For any tournaments where the travel is greater than 350 miles round trip, it is strongly recommended that the coach rent a car.

Car rental expense and gas expenses are reimbursed by the team.

***Car per diem should be paid to the coach prior to the team traveling**

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. A coach can choose to ride with a family but should not be expected.

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, etc.) other than room rate and taxes, unless other fees are required (i.e. parking, resort fees, etc.).

When able, coaches should arrange travel home the same day as the final game.

In the event flight times do not coordinate with final game times, coaches can stay an additional night and fly out the following day.

If final game times are late afternoon or early evening and travel home by car is 8+ hours, coaches can elect to stay an additional night.

All expenses associated with an additional night stay are the responsibility of the team (car rental & hotel room).

MEAL PER DIEM

Teams are responsible for a \$45 per hotel night stay for meals.

*If the hotel offers a continental breakfast, the meal per diem is \$35.

The meal per diem should be paid to the coach prior to the team traveling.

If a parent offers to pay a coach bill for a meal that he or she may have with the group that is not a team meal, the amount should not be charged back to the team, nor should the coach be expected to return any part of his or her 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). The manager can split the expenses or pay for one coach and the coaches can work it out amongst themselves.

SHARED COACHES

If more than one team has the same coach at a tournament the teams split the cost of one coach equally. One team should pay all the coach's expenses and per diems as described above and the other team(s) pay that team.

VOLUNTEER AND/OR PARENT COACHES

If the coach of a team traveling is a volunteer coach, all of the above applies.

If the coach of the team traveling is a volunteer and has a player on the team, the coach pays their player's share of lodging, meal and/or travel expenses.

TRAVEL AS TEAM ONLY

In the event a team travels on a "team only" event and the travel requires a chaperone, the chaperone's travel and lodging expenses will be covered by the team.

A Chaperone(s) may be needed to help with driving players to and from events, organizing meals and team events throughout the tournament.

Chaperones of the same-sex will be asked to share a hotel room.

Chaperones are required to have a completed background check and league pass prior to any travel arrangements.

PROCESS FOR REIMBURSEMENT & PER DIEM

1. A team representative is responsible for reserving the coach hotel room prior to tournament arrival and paying for the hotel room upon arrival.
2. The team is responsible for providing the meal per diem PRIOR to traveling.
3. The team is responsible for reimbursing any travel expenses incurred PRIOR to traveling.
4. The coach is responsible for booking any transportation needs (airfare, rental car, etc.) and providing receipts for reimbursement to the team.
5. The coach is responsible for keeping record of receipts for any gas expenses incurred and turn into the team.
6. Any remaining coach reimbursements that cannot be paid prior to traveling, must be reimbursed no later than 7 days after the final day of tournament play.