

## **COACHES EXPENSE REIMBURSEMENT POLICY**



In an effort to establish a consistent policy for the approval and payment of coach's expenses the following guidelines should be observed:

The following policies relate to only the head coach. Any additional coaches are not eligible for expense reimbursement. Team parents are responsible for all allowable coaching expenses.

Except as otherwise provided herein, no changes (even with the approval of the majority of parents) can be made to these policies without the approval of the board of directors.

The team manager or his/her designee is responsible for collecting funds from all team parents (including parents designated as coaches) for allowable coaching expenses as well as reimbursing the coaches in accordance with this policy. Reimbursement shall be made promptly after receipt of the appropriate expense documentation from Gulls admin. Such documentation is to be maintained, in good order, by the team manager or his/her designee and a copy of documentation and receipts sent to [admin@ligulls.org](mailto:admin@ligulls.org).

The overriding or governing principle is to take all necessary and reasonable steps and actions to minimize expenses to the team.

- 1) It is anticipated that, when possible, the coaches will travel together to away games and share a hotel room when an overnight stay is required.
- 2) Coaches will be reimbursed for mileage (gas for over 100 miles one way for tournaments, showcases or league games), parking, air, auto rental, hotel and meals for away games—as provided below.
  - A) Hotel accommodations will be at the same hotel rate or lesser than as the team in a standard double occupancy room.
  - B) Meals will be reimbursed at the lesser of actual cost or a per diem of \$50 per game day with receipts (if a coach incurs no cost for a particular meal then no per diem applies—e.g. if a parent buys the meal for a coach).
  - C) When a majority of parents are flying, air travel will be reimbursed at cost, however in no event more than the approximate average cost of a player/parent ticket plus \$100 (roundtrip). When a majority of parents are not flying, air travel reimbursement will be limited to the lower of actual cost, the calculated cost to drive or the calculated proportionate share of the cost of a bus (if the team is traveling by bus).
  - D) Auto rental will be reimbursed when needed and only when a majority of parents are traveling by air. Reimbursement will be based on the actual cost for only one vehicle and in no event more than the lowest available quoted fare from available agencies (at or near the airport -- within 5 miles) for a mid-sized auto. Reimbursement will be adjusted when another parent or coach with a son/daughter on team share the vehicle.
- 3) Reimbursement shall only be made after the appropriate documentation of the expense has been provided to the team manager or his/her designee. Documentation of expenses shall consist of actual receipts for all costs. Documentation must be maintained and sent to [admin@ligulls.org](mailto:admin@ligulls.org) (reimbursement will be paid pending receipt of receiving documentation by admin.)