



Spokane Foxes Pumas FC

Travel Policy

It is not the intent of this policy to require any team and coach to agree to reimbursement for any travel expenses. However, if an agreement is made, the intent is only to provide fair and equitable guidelines for the coach, team and club to follow, while at the same time protecting each from inappropriate actions, whether intentional or accidental.

General reimbursement procedure

Anyone requesting a reimbursement MUST turn in a Travel Reimbursement Request, a Travel Expense Report and receipts for actual expenses not to exceed the allowable amount for each expense.

Expenses not directly related to the additional cost of traveling for club/team activities might not be approved. For example, alcoholic beverages, personal items and discretionary entertainment expenses would not be reimbursable. Each team should develop a system to track requests, payments and denials.

If a coach is coaching two different teams at an event (tournament/league), all of the coach's allowable expenses will be equally shared by both teams. Team managers should coordinate the reimbursements.

Eligibility for reimbursement

If more than one coach from a single team is going, only the Head Coach will receive allowances. The head coach may choose to share per diem. The reimbursement should not change in this situation.

If the coach is a paid director or employee of the club, they are eligible for reimbursement. The duties of the coach are separate and different from those of a club director and the coach should not be "penalized" because they are providing services and support for the club as well as coaching a team.

If the coach has a child on the team, they are eligible for reimbursement. In this situation the duties of the coach/parent are separate and different from those of a parent/non-coach. For example, if the child of the coach/parent was unable to attend the competition, the coach/parent still has the responsibilities as coach of the team.

Travel Expense Reimbursement Responsibility

Coach travel expenses related to tournament play and extended travel distance for league play are not included in the club fees and therefore is not the responsibility of the Club. Travel expenses and costs will be the responsibility of the team and divided equally among all players



on the team, even if a player is not participating, should be paid promptly out of the team account. The Team Manager/Treasurer has the responsibility to assist in coordinating travel for the Coach and reimburse all incurred expenses that the Coach submits in a prompt manner.

Per Diem Costs

For out of town tournament and league play that has games scheduled on consecutive days therefore requiring an overnight stay, the team shall pay the Coach a fixed per diem rate of \$40 per day to cover meal and incidental costs. Partial per diem reimbursement at a rate of \$20 per day is paid when the Coach's to and from travel is limited to a partial day whereby only one or two meals are required for that day. The per diem payment can be made to the Coach either before travel occurs or reimbursed as agreed between the team and Coach.

Hotel Expense

For out of town league and tournament play that has games scheduled on consecutive days therefore requiring an overnight stay the responsible Team shall either arrange for reservations and direct payment of the hotel expense incurred by the coach or reimburse the coach the actual amount with a receipt provided for documentation. If the coach has two teams attending the same tournament the teams should share the cost of the coach's expenses. When appropriate and two or more coaches travel to the same tournament or league games and an overnight stay is required, reimbursement shall be made on the basis of a minimum of two (2) staff members to a room. If the coaches chose not to share the room the cost of the room reimbursement shall be split and each coach will be responsible for the difference.

The reimbursement rate for lodging shall be whatever lodging arrangements are made at the "team hotel". With team approval, other arrangements may be made but the coach shall not be reimbursed in excess of the "team hotel" rate. The cost of the hotel will be reimbursed, subject to the reimbursement of actual expenses.

The club does have an individual who is available upon request with assisting teams finding and making arrangements with hotels. The person can be contacted at foxestravelcoor@gmail.com.

Airfare Expense

In the event that air travel is the most cost effective form of travel to an out of town tournament the responsible Team shall either arrange for reservations and direct payment of the airfare incurred by the by the coach or reimburse the coach the actual agreed to airfare amount with a receipt provided for documentation.

In the event a coach chooses to fly and if by doing so they save a night of hotel charge for travel, they are to be allotted \$275. If they do not save the night of hotel charges, \$150 will be allotted for their flight expense and any remaining flight costs are to be covered by the coach.



Gas Expense

The team shall mileage at \$0.56 per mile for tournament or league play that is located more than 75 miles from Spokane subject to a maximum reimbursement of \$150 per round trip. If a coach chooses to fly to location, their airfare may be reimbursed for actual cost in lieu of mileage up to the \$150 per trip limit.

When multiple members are traveling to the same event, reimbursement for mileage will be made on the basis of a minimum of two (2) staff members per car. If the coach travels with a player's family, no reimbursement will be necessary. If the coach has two teams attending the same tournament the teams should share the cost of the coach's expenses. Necessary and reasonable incidental travel during the trip will be allowable and reimbursed. The coach will be reimbursed the actual amount with a receipt(s) provided for documentation.

Rental Car Expense

When travelling for an out-of-state event, all costs of the rental are the responsibility of the team. Note: For application of this provision, Portland, OR, Coeur d'Alene, ID and Sandpoint, ID are not considered out of state.

In the event the coach chooses to rent a car from Spokane for travel, the coach will be reimbursed the actual amount with a receipt(s) provided for documentation subject to the maximum reimbursement of \$150.

If the coach is coaching two different teams, both teams will share these costs. In any case, if a rental car is used, a copy of the reservation and receipts will be required to assist with the reimbursement.