

# COACH TRAVEL REIMBURSEMENT POLICY

## UNITED DFC

Last Updated: 06/10/2018

### Preamble

United DFC Soccer Club recommends teams to pay for travel for coaches as outlined in this policy.

It is the intent of these recommendations that travel be discussed between the coach and team before expenses are incurred, and that what constitutes "reasonable expenses" is agreed to by both parties before they are incurred.

### Responsibility for Expenses

Please note that the coach is reimbursed through the team budget. Expenses should be estimated in advance by the Team Manager or Coach, and costs divided per player to estimate the per player cost. This cost will be communicated to all team members. For example, if a team is considering entering a tournament, the cost per player should include travel for coaches and should be communicated in advance of the tournament.

### Eligible Travel Expenses

<b>Gas</b>	<p>When a team is involved in a league or tournament game that exceeds a 200 kilometre round trip as measured from the United DFC Soccer Club Office, the coaches should be reimbursed by the team for the cost of fuel.</p> <p>Distances inside of 200 kilometre round trip are considered local and not eligible for reimbursement.</p>
<b>Lodging</b>	<p>If a team is involved in a tournament where the team needs to stay at a hotel, the coaches' lodging should be reimbursed by the team. The coaches must stay at the same hotel as the team.</p>
<b>Meals</b>	<p>The recommended per diem allowance (\$50 per day) shall follow the 8 hour rule. If the coaches are going to be away from their residence for more than 8 hours and out of town, per diem will apply. For partial days, coaches will be paid the following schedule: Breakfast \$10, Lunch \$15, Dinner \$25.</p>

## Multiple Teams

If a coach has more than one team playing in a tournament, the aggregate expenses shall be split equally between the teams attending.