



Utah Arsenal FC Out of State Tournament Travel Reimbursement

Staff Coach Reimbursement Policies:

Tournaments and travel to tournaments more than 150 miles away are handled at the team level. In anticipation of events requiring a head coach to travel, the team admin should prepare a budget of expected expenses, communicate the budget to the coach for input, and assess the parents for this amount. After the travel has occurred, coaches are to be promptly reimbursed for hotel up to *\$160 per night upon remittance of receipts (accompanied by a check request form/download off website) to the team admin or club accountant. Meals will be covered through a per diem of \$30 per day. Mileage will be reimbursed at \$.58 cents per mile. If travel does include airfare, either the airfare will be reimbursed OR mileage paid, whichever is less. The team must have prior approval from the Utah Arsenal board for out of state travel.

Region _____ Team _____

Coach _____

Reason for Travel _____

Travel to _____ from _____

Dates of Travel _____

Travel by Air _____

or

Travel by Car (.58 cents per mile) Number of Miles _____ x \$.58= _____

*Hotel (up to \$160 per night) No. of nights _____ x (up to \$160)= _____

Meals (\$30 per day) No. of days _____ x \$30 = _____

Total amount of all travel expenses \$ _____

Club Use Only

Approval _____

Approval _____

***If stay and play tournament that requires a hotel for more than \$160 per night, team needs to budget for appropriate price and cover coach's hotel at higher rate.**

All documents can be found electronically at www.utaharsenalfc.org under "resources" tab "forms" or "manger book".