

MCLEAN YOUTH SOCCER

POLICY NUMBER: 105

POLICY TOPIC: TRAVEL REIMBURSEMENT POLICY

APPROVED: April 20, 2020

PURPOSE: To define travel reimbursement for MYS staff and coaches

The procedures and practices contained within this policy govern business travel expense reimbursements.

As all expenses are borne by the team families, the team manager and/or team treasurer are expected to communicate all projected expenses with the team families prior to each season or as soon as possible.

1. General

- A. All coaches shall prepare and distribute a team calendar prior to each season. Team treasurers will prepare and distribute a team budget based upon that calendar.
- B. If a team calendar and team budget have not been prepared and agreed to by the coach, team manager, and team treasurer, the team manager should contact the respective AGD prior to incurring any expense.
- C. All expenses are to be reimbursed from each team's account.
- D. In situations in which a Coach is traveling on behalf of multiple teams for which he/she has responsibility, the coach's business travel expenses will be shared appropriately between the teams. It will be the responsibility of the team treasurers to coordinate the appropriate sharing of expenses. Teams are only expected to cover travel expenses for ONE coach per team event. In the U9-U12 age group, if multiple teams are traveling to the same event, each team can have a coach designated to their team.
- E. Travel will need to be at least 100 miles each way in order for the travel reimbursement guidelines to be applicable. Local travel, regardless of reasons, e.g. tournament, does not qualify for reimbursement.

2. Expense Report Submittal

- A. All coach business travel expenses must be recorded on the MYS approved Expense Reimbursement Form with appropriate documentation of purchase. Completed and signed expense reports should be submitted to the team treasurer for approval and payment.

- B. Coaches are required to file expense reports no later than 30 days following the incurrence of the expense or they *will not be reimbursed*.
- C. Expense reports that are incorrect or have incomplete receipts or missing receipts may be returned to the coach for completion and may result in delay or non-reimbursement of specific items. Disregard for MYS policy or altering of receipts can result in disciplinary action up to and including termination.
- D. Receipts are not required for meals and incidental expenses (see #7).

3. Business Use of Personal Automobiles

- A. When appropriate, coaches shall use their personal automobiles to travel for out-of-town games.
- B. Mileage shall be reimbursed at the rate established by the IRS (each calendar year) for distances greater than 100 miles each way. This mileage allowance is in lieu of actual expenses incurred for gasoline, oil, repairs, tags, insurance, and depreciation. To be reimbursed for the use of a personal vehicle, Coaches must list on the expense report:
 - 1. Date and purpose of the trip;
 - 2. Locations traveled to and from; and
 - 3. Number of miles traveled.
- C. Mileage will NOT be reimbursable for travel within the NCSL, CCL, and ODSL areas for regular league play or for other local travel, e.g. to a tournament.
- D. It is the responsibility of the coach to carry adequate insurance coverage for their protection and for the protection of any passengers.

4. Air and Rail Travel

- A. Air travel reservations should be made in such a manner as to secure the lowest available fare and should be made more than 30 days in advance of travel when such notice is available.
- B. When traveling by air/rail, coaches:
 - 1. Are expected to use the lowest practical fare available.
 - 2. Should consider Saturday-night stays and stays exceeding 3 days if such considerations would reduce total cost.
 - 3. Are expected to use non-direct flights when the savings are substantial.
- C. MYS only will reimburse the cost of travel in coach class.
- D. If a trip is cancelled after the ticket has been issued, the coach should work closely with the team treasurer and team manager to inquire about using the same ticket for future travel or to otherwise minimize expense to the team.
- E. When parking at an airport or train station as part of business travel, Coaches must utilize Long Term parking lots.

5. Lodging

- A. MYS only will reimburse lodging expenses for a standard room class.
- B. In the event a tournament is canceled, coaches will be reimbursed for any hotel "no-show" fees charged. Every effort should be made by the team's tournament coordinator to take advantage of special arrangements made by the hosting club to avoid cancellation charges.
- C. In circumstances other than a tournament cancellation, coaches are responsible and will not be reimbursed for "no-show" charges unless there is sufficient proof that the billing is in error or circumstances were beyond the traveler's control. Coaches should request and record the cancellation number in case of billing disputes and should note that cancellation deadlines are based on the local time of the property.
- D. In-room charges are not reimbursable.

6. Car Rentals

- A. Coaches may rent a car at their destination when it is less expensive than other transportation modes such as ride-shares (Uber, Lyft), taxis and airport shuttles. Whenever possible, every effort should be made to rideshare and carpool with team families and other coaches.
- B. MYS only will reimburse expenses for a car in the compact or intermediate rental car category.
- C. Coaches traveling domestically always should accept the collision insurance offered by rental agencies but should decline all other offered insurances. Coaches traveling internationally should accept all insurances offered. Should a rental car accident occur, coaches should immediately contact the car rental company, the coaches' auto insurance carrier, the local authorities (as required), the Director of Coaching, and the team manager.
- D. The prepaid gas option should be declined. Gasoline for use in rental cars is reimbursable with proper documentation.

7. Meals and Incidental Expenses (M&IE)

Coaches will receive a \$50.00 per diem rate for expenses to include breakfast, lunch, dinner, and incidentals.

8. Responsibility

Coaches are responsible for complying with this Travel Policy. Team treasurers are responsible for accurately reviewing, signing, and approving coach expense reports. Teams assume no obligation to reimburse coaches for expenses that are not in compliance with this policy.

9. Enforcement

Coaches who do not comply with this policy may be subject to the delay or withholding of reimbursement and/or disciplinary action.