



SELECT TEAM COACH TRAVEL REIMBURSEMENT POLICY

It is the policy of the Chiefs Futbol Club that 13U and up select teams reimburse one coach for expenses when traveling with the team. Meal reimbursement and mileage rates are set by the club and it becomes the responsibility of the team to properly pay their coach for expenses.

NOTE: Because of the importance of tournament play to the development of a team, all Chiefs FC **select** players are expected to participate in every event. Tournament fees and coach reimbursement fees (travel, lodging) are to be split among all rostered players, whether participating in the event or not. (An exception can be made for an injury prior to registering for the event.)

To avoid hardships on the part of the coach, it is the Club policy that the teams advance the expenses prior to departure for an event. It should not be the responsibility of the coach to front the expenses for travel with the team.

If the coach has multiple teams, the coach should provide his/her travel and game coverage plan to the participating teams prior to departure in order to receive an advance payment. When attending tournaments with common venues, a coach is encouraged to carpool with at least one other club coach.

Guidelines for Team Treasurers:

Regular Season League Game (not involving overnight stay):

- **Transportation** – For league games that require travel over 100 miles round trip, as calculated from the Pleasantdale Park Complex to the game field, a \$.20 per mile rate will be applied.

Local Tournament/Special Event:

When a tournament or special event is a local event, which the club has defined “local” as a tournament/event not requiring an overnight stay, the following expenses are eligible:

- **Meals** – \$10 per day
- **Transportation** – For games or events over 100 miles round trip, as calculated from the Pleasantdale Park Complex to the tournament/event field, a \$.20 per mile rate will be applied.

Not Local Tournament/League Game/Special Event

When the tournament, league game or special event/game is not “local”, that is, requiring an overnight stay as determined by the coach and team manager, the following expenses are eligible:

- **Meals** - Up to \$30 per day per diem rate. Partial per diems can be applied.
(\$5 Breakfast, \$10 Lunch, \$15 Dinner)
- **Transportation** - For games or events over 100 miles round trip, as calculated from the Pleasantdale Park Complex to the tournament/event field, a \$.20 per mile rate will be applied. Remember more than one trip from the hotel to the fields may be required. When carpooling, mileage should be paid to the coach who is driving.
- **Hotel** –Single occupant lodging at the tournament location. The team will provide payment to the hotel for one coach’s room upon checkout.

Should a coach take two or more teams to the same event, the aggregate expenses for that event shall be shared equally by all teams.

Travel situations not specifically covered above shall be a matter for discussion between the coach and the team.

**Note: The club recommends that mileage be calculated from an on-line source such as MapQuest/Google Maps.*