



REIMBURSEMENT GUIDELINES FOR TOURNAMENT & LEAGUE GAME TRAVEL

Head coaches may claim travel expenses such as gas, food and lodging, for some games and tournaments. Below are the rates and events that can be claimed. In order to be reimbursed, a reimbursement form must be approved by the DOCs and sent to the Club Treasurer.

Note: All coach travel reimbursement comes from team accounts, not the Club. If there are not enough monies in the team account to cover the reimbursement, coaches will not be reimbursed until funds are available.

Category & Rate	Description
Standard Mileage Allowance: 53.5 per mile for 2017 be adjusted from year to year by the US Department of the Treasury	Mileage reimbursement for travel above 60 miles for league games and 100% of mileage for tournaments 60 miles away or farther.
Meals: \$20 Per Diem	Meals for the day weekend game or tournament when traveling more than 60 miles
Lodging Reimbursement	Equivalent to the rate paid by the team during the event.

Reimbursable Expenses

- a) Mileage: standard mileage allowance must be used. Coach is required to provide a travel log showing mileage from West Pasco FC fields (either Collier or Mitchell- whichever site coach is assigned) to the tournament/game site and back. First 60 miles must be deducted for League Games only.
- b) Coach's hotel room will be covered for the same number of nights the majority of the team stays in the hotel. The coach's hotel room will be a single occupancy room rate based on same rates as team. Coach will pay for any upgrade. For tournaments requiring Friday night check-in, coach will qualify for an extra night even if the team does not begin to travel until Saturday.
- c) Meals will be covered for tournament games when 2 games are played on one day, or the tournament is an overnight event.
- d) If the team is traveling out of state by air, it is expected that the team will cover the cost of the Coach's air fare, car rental and gas for the duration of the trip, in addition to the above.