



## Classics Hammer FC Travel Reimbursement Policy

Updated 1-09

It is expected that all Classics Hammer teams, regardless of their financial situation or capabilities, will use the system described below to reimburse DoCs and Team Coaches for tournament travel expenses. All teams are required to adhere to this policy.

If possible, an advance for travel expenses to tournaments shall be distributed to each individual DoC and/or Team Coach before she/he embarks on the trip. If possible, the coaching staff is encouraged to travel together to share expenses. Any differences between actual expenses and what is advanced should be reconciled after the travel has occurred, based on receipts.

A Travel Reimbursement Form and receipts should be completed and given to the Parent Administrator immediately after the travel. Travel Reimbursement Forms can be located on the Classics Hammer website.

Each team is responsible for the payment of their Coach's expenses and their equitable share of the DoC's expenses.

Individuals should not pay for any expenses of a particular DoC or Team Coach. The best way for such individuals to help the team is to make an anonymous donation and earmark it for "team travel". This eliminates the possibility of perceived favoritism.

### 1) Definition of Travel Expenses

- a. **Mileage compensation** – Mileage compensation is a per mile allowance given to DoCs/ Coaches for driving their personal vehicles to and from eligible tournaments and league (BPYSL and MRL) matches. Mileage compensation is based upon the prevailing IRS rate that is updated periodically. For 2009 that rate is \$.55 (55 cents) per mile traveled to and from the approved tournament or league match. Additional mileage compensation should be factored for mileage from hotels to fields and back for each game scheduled. Mileage compensation is available for any tournament or league game outside of the CUSL/Greater Cincinnati area. Oxford, Xenia and Dayton shall be considered outside of the CUSL/Greater Cincinnati area for the purpose of tournament and league travel and therefore requires mileage compensation. Harrison and Middletown are considered inside the CUSL/ Greater Cincinnati area and therefore does not require mileage compensation.
- b. **Car Rental** - An alternative to the mileage compensation is renting a vehicle. This option should only be chosen if the value of renting and vehicle (plus fuel charges) is projected to cost less than the value of the DoC/ Coach driving their

own vehicle. Election of this alternative would result in full reimbursement to the DoC or coach for the cost to rent a mid-sized vehicle. Reimbursement will be made to the exact amount of the rental agreement receipt and any fuel costs incurred. It is the DoC's and/or team coach's responsibility to obtain the rental vehicle, the adequate amount of insurance and return the vehicle. If the DoC rents a vehicle of greater value than a mid-size option, the Doc shall not be reimbursed for the difference. The DoC shall only be reimbursed for the value of the Mid-Size option. If DoC's and/or Coaches are traveling together, only the individual owning the vehicle or incurring the expense for renting a vehicle shall be reimbursed.

- c. **Airfare** – When a tournament is more than 350 miles from Cincinnati, or when it becomes more cost-effective to fly rather than drive, a coach can opt to travel via air rather than by car, based on the needs of his/her schedule. The Parent Administrator should work closely with the DoC and/or team coach to identify reasonable cost options. Factors to be considered when making these arrangements are cost, travel time to/from the event and departure time limitations based on the DoC's and/or team coach's private sector employment. Also, the Trainer/ Coach parking and mileage needs to be taken into account when flying from airports outside of Cincinnati. Only parking is required to be reimbursed for flights from Cincinnati. When booking airline travel, Dayton, Columbus, Lexington and Cincinnati should all be considered. Multi-leg flights are an option within reason. Most single layover flights are reasonable. Reimbursement should be made to the exact amount of the airfare at the time of purchase or charged to the team's credit card, if available. Work with your DoC to determine whether tournament acceptance is questionable. Booking a flight too early and then being declined by a tournament may result in a financial loss to the team.
- d. **Lodging** – Every attempt to procure complimentary rooms for the coaches should be made by the CHFC Hotel Coordinator. Coaches could be asked to room with other coaches. Total reimbursement for lodging is comparable with team members' accommodations. Reimbursement will be made to the exact amount of the hotel/motel receipt. If sharing a room with another Classics Hammer coach, one half of the room's costs will be charged to each team. A team can choose to pay the coach directly for this expense, or have the hotel room charged to their team's credit card if one is available.
- e. **Meals** – Meal allowance is for overnight travel tournament play only. Meal allowance will not be made for league play or non-overnight tournaments. Meal allowance should begin once the coach begins travel to the tournament and cease upon return from the tournament. For example, for a two-day tournament event, the coach and trainer should be reimbursed for six meals or \$80. All Meal allowances should be paid in advance. Meal allowances will be on a per diem basis as follows:
  - i. Breakfast - \$10.00
  - ii Lunch - \$10.00
  - iii. Dinner - \$20.00

## 2) **Eligibility**

- a. Tournament/League travel to any tournament or league game outside of the CUSL/Greater Cincinnati area. Oxford, Xenia and Dayton shall be considered outside of the CUSL/Greater Cincinnati area for the purpose of tournament and league travel and therefore requires travel reimbursement.

- b. DoC reimbursement eligibility is defined as follows:
  - i. The U9-U14 DoCs are eligible for reimbursement at all travel tournaments within a 350-mile radius of Cincinnati, OH. The DoC's expenses will be assumed by the team or divided between the teams participating in the tournament. If a DoC is serving as the sole coach for any given team during a tournament or league play game, that team is 100% responsible for travel expenses.
  - ii. The U9-U14 DoCs are eligible for reimbursement at tournaments outside of a 350-mile radius of Cincinnati, OH if: 1) two or more teams from the U9-U14 age group participate in the same tournament or 2) the Team Coach is unable to attend the event and the DoC is acting as the coach for a team. The DoC's expenses will be assumed by the team or divided between the teams participating in the tournament.
  - iii. The U15-U18 DoCs are eligible for reimbursement at all U15-U18 tournaments and league games outside of the Greater Cincinnati area. The DoC's expenses will be assumed by the team or divided between the teams participating in the tournament or travel league game(s).
- c. The Team Coach is eligible for reimbursement at all eligible tournaments and league games outside of the CUSL/Greater Cincinnati area. Team Coach expenses will be reimbursed by their respective teams.

### 3) **Distribution**

Any additional reimbursement shall be distributed to the coach or DoC in a timely Manner (approximately one week), after the tournament.

### 4) **Administration of the Policy**

- a. This policy shall receive an annual review by the Executive Committee for adjustments and allowance amounts as deemed appropriate (i.e. mileage allowance, meal allowances, etc.). The Executive Committee may use input from the coaching staff for suggestion regarding changes. The Executive Committee shall present the review to the Board of Directors for continuance as is or approval of any changes.
- b. The Board of Directors shall approve or deny any changes to the policy.
- c. The Board of Directors shall communicate any changes to the Technical Director and Club Administrator.
- d. The Club Administrator shall communicate the policy and any changes to the Coaching Staff and Parent Administrators.
- e. Please submit any questions for clarification of the Travel policy to the Club Administrator.
- f. Any and all travel reimbursement discrepancies or issues shall be communicated in writing to the Club Administrator. The Club Administrator will present the discrepancy to the Executive Committee for approval/ denial.
- g. Any violations of the Travel Reimbursement will be handled by the Executive Committee.
- h. The Parent Administrators shall use the policy for reimbursement to the Coaching Staff.

**Notes:**

- 1. The DoCs are responsible for communicating all tournament travel coverage plans as soon as tournament plans are developed. This will allow adequate time for Parent Administrators to budget and collect team fees.**
- 2. All CHFC DoCs/ Coaches are strongly encouraged to share rides to and from tournaments. DoCs are encouraged to share rides with coaches to and from mileage eligible League games.**
- 3. All DoCs are responsible for ensuring the spirit and integrity of the Travel policy.**