



Tournament Travel Expense Reimbursement Policy

This policy applies to tournaments in excess of 75 miles from Lake Zurich. Coaches who are coaching their own child on a team are not eligible for travel reimbursement according to this policy.

Lodging

The coach is expected to stay where the team is staying. The per diem rate for lodging shall be whatever lodging arrangements are made at the team hotel and must be in the Standard Room Class. Upgrades are not reimbursable. Only the costs of overnight accommodation are covered. The coach is responsible for any miscellaneous expenses.

Transportation & Mileage Allowance

Round trip mileage as measured from Lake Zurich will be reimbursed at the rate of 75% of the current IRS approved mileage rate for business use of a vehicle. Mileage shall be calculated as one round trip measured from Lake Zurich to the playing venue.

For long distance travel (more than 350 miles from the Lake Zurich) the coach will have the option to travel by air in the economy section. Airfare must be submitted to the Executive Director for approval prior to finalizing booking. Comparative fares must be submitted demonstrating lowest possible fare at time of booking. Parking and ground transportation expenses are included in the reimbursable cost of air travel.

Car Rentals

When travelling by air, a car may be rented at the destination when it is less expensive than other transportation modes such as taxis and airport shuttle. **Every effort must be made to carpool with team families and other coaches.** Coaches must reserve a car in the compact category and must select Collision Insurance. Only the coach on the rental agreement may drive the rental car.

Meals

Meals will be reimbursed to the maximum of \$10 for breakfast, \$10 for lunch and \$20 for dinner per day, at the tournament venue. Only charges that are incurred will be reimbursed.

Receipts & Payment Schedule

Receipts are required for all expenditures. Coaches are expected to book all costs via their own credit/debit card. For long distance travel, if an advance is required the coach may submit a written request to the Executive Director copying the Director of Coaching.

Expenses must be submitted directly after the tournament to the Executive Director using the club expense reimbursement form.



Travel Reimbursement Claim Form

Name: _____ Tournament: _____

Dates of Travel: _____ Location: _____

Teams attending: _____

Reimbursements:

Hotel	
Number of nights	
Room cost (incl taxes) per night	
Total for Hotel	\$
Mileage	
Miles traveled	
Number miles x \$0.38	
Total for Mileage	\$
Car Rental	
Number of days	
Daily rate	
Total for Car Rental	\$
Airfare	
Total for Airfare	\$
Meals	
Breakfast	
Lunch	
Dinner	
Total for Meals	\$
Other (specify):	
Total for Other	\$
TOTAL REIMBURSEMENT	\$

****** ATTACH ALL RECEIPTS ******

Signature: _____ Date Submitted: _____

Approved: _____