



COACH TRAVEL POLICY & REIMBURSEMENT REQUEST FORM: FOR COACH

107 Suncreek Dr. Suite 300, Allen, TX 75013 Office: (972) 649-4215 www.solarsoccerclub.com

Any expense for events beyond the team allotment of events are to be covered by the team and not the club.

Alcohol consumption is prohibited for coaches at any team travel trip, team event or activity. Coaches will refrain from consuming alcoholic beverages in the presence of any parent or player during a scheduled team event.

- ****Mileage** is reimbursed at \$0.65.5/mile (IRS standard as of 07/01/22) up to 400 miles or less. If over 400 miles staff can either rent a car and submit for reimbursement of the rental car and gas or drive own car and get reimburse for mileage at standard rate.
- ****Cost** for rental should not exceed a daily rental fee of \$50 (or current market price for standard midsize car) whichever is less.
- Per diem is max of \$50/day, broken down as follows: Breakfast \$12 (normally included in hotel reservation), Lunch \$13, Dinner \$25
- Coaches are required stay at the team hotels. Where teams are provided a complimentary room with a minimum number of paid nights, coaches should accept the complimentary room.
- Reimbursable hotel charges do not include extras such as in-room movies, meals, mini- bar purchases, phone calls, etc.; only the cost of lodging, (and taxes for lodging), are reimbursable.
- Coaches should participate in free hotel breakfasts where available.
- Reimbursement is not available for events occurring Dallas/FT Worth area or any of its immediately surrounding counties.
- Parking at any airport reimbursed at \$15 a day
- The team does not reimburse for the following: additional insurance or add-ons for rental cars, (unless more than 2 coaches are sharing the rental car), Uber, Lyft, ground transportation or baggage charges for airlines.
- When flights are required, staff should inquire into Southwest Airlines out of Dallas Love Field. Flights are generally less expensive, and the airline does not charge added fees. Flying out of DFW on a different airline is a matter of convenience for the staff and not the most cost-effective way to fly since all airlines out of DFW charge fees that are not reimbursable by the team.

Coaches will be reimbursed within 7 days of submitting receipts to manager. Managers are required to pay coach directly.

(Itemized receipt for each item below must be attached with the exception of Per Diem fees):

Coach Name:		Team Name:	
Event Date:		Event Name:	
Event Location:		Is this SPLIT with other Teams?	
Travel Reimbursements			
Meals Per Diem: # of Full Days	<i>Total from Receipt</i>	\$ -	<i>Max of \$50 Per full day</i>
Hotel Reimbursement	<i>Total from Receipt</i>	\$ -	<i>Receipts Required</i>
Flight Reimbursement	<i>Total from Receipt</i>	\$ -	<i>Receipts Required</i>
Parking Fee	<i>Total from Receipt</i>	\$ -	<i>Receipts Required</i>
Rental Car Total	<i>Total from Receipt</i>	\$ -	<i>Receipts Required</i>
	TOTAL	\$ -	
Mileage Reimbursements			
Total Miles	0	\$ -	<i>Miles @ .62.5 per mile</i>
	TOTAL REIMBURSEMENT DUE	\$ -	
	IF SPLIT/ AMOUNT PAID BY THIS TEAM	\$ -	