



LOUDOUN SOCCER

Travel Soccer Paid Coach Travel Reimbursement Policy

This policy applies to Loudoun Soccer travel teams with paid coaches. Loudoun Soccer travel teams are only expected to reimburse reasonable actual expenses for their paid coaches.

Hotel Expenses

A Loudoun Soccer paid coach is expected to stay in the same hotel, or a hotel of comparable cost, as their team. The team will reimburse the coach for the cost of the hotel room. The team will not reimburse the coach for miscellaneous room charges such as in-room movies or mini-bar purchases.

Meal Expenses

When a paid Loudoun Soccer coach is attending a tournament, State Cup, or league game with a team, the meal expense is limited to a maximum of \$50 per day, including taxes and tips. For international travel, the meal expense is limited to an amount considered reasonable and customary for each particular location. The daily meal expense allowance can't be rolled over into the next day.

Personal Vehicle Use for Travel

Loudoun Soccer paid coach traveling to a tournament, State Cup, or League game outside of the Winchester-Baltimore-Fredericksburg radius are eligible for expense reimbursement. The team will reimburse the coach for the total miles driven in a personal vehicle at the IRS-standard mileage rates for the year. To find out the current IRS rate please visit www.irs.gov.

Neither Loudoun Soccer nor the Loudoun Soccer travel team, are responsible for damages to a coach's personal vehicle during such trips. Road, bridge and tunnel tolls as well as parking fees will be reimbursed to the coach by the team provided receipts are submitted. Fuel, maintenance and insurance costs will not be reimbursed when a personal auto is used for these purposes; these costs are included as components of the standard mileage rate.

Note: When possible Loudoun Soccer encourages coaches to travel with the team in an effort to reduce the expenses on the team budget.

Airline Travel

If traveling by air to a tournament, the coach is expected to book his/her ticket in coach/economy class for all flights. The team will reimburse the coach for the price

of the airline ticket. If the coach makes adjustments to his/her flight schedule for personal reasons and additional fees are incurred, the team will not reimburse the coach for the additional fees.

Rental Car

If the team has traveled by air to a tournament, the coach may rent a car. The team will reimburse the coach for the price of the car rental. When renting a car, the coach should select a mid-size car, unless he/she will be transporting more than two (2) individuals during the time of the tournament, at which time a full-size rental is permissible.

Coach Reimbursement

Within 15 days of completing the trip, the coach must submit the travel reimbursement form and all receipts to the team treasurer for reimbursement. Original receipts should be provided where available.