

Attachment 14 Coaches Travel Reimbursement Policy

1) Purpose

a) This document serves as reference material for KSA Coaches who wish to have their expenses reimbursed by the KSA or a KSA team. It is understood that a travel reimbursement form must be turned in within 10 business days from the last day of the event. Furthermore the distance traveled must exceed 50 miles one way from T&C to qualify for reimbursement.

A) Ground Transportation

1) Personal car is reimbursable based on gas usage. Original receipt must be turned in with reimbursement form. Gas expense should never exceed the cost to fly. If it does, reimbursement is limited to the lesser of the two costs.

2) Parking, shuttles and / or taxis are reimbursable with a receipt. When the length of your trip is such that a roundtrip taxi fare is less than long-term / economy parking, we recommend that this option be exercised. When available, please make use of hotel-provided van or shuttle services to and from the airport, which may be free of charge or for a nominal fee.

3) Car Rental – All vehicles rented for a KSA related event must be approved prior to entering into a rental agreement by the KSA board and General Manager. Rental agreement must include the comprehensive and collision insurance as offered by the rental agencies, unless explicitly covered under the KSA insurance plan or other coverage (i.e. credit card). It is absolutely imperative that no one other than the names appearing on the official rental car agreement drive the vehicle at any time.

B) Meals

1) Based on receipts submitted up to: breakfast: \$5, lunch: \$10, dinner: \$15. This is not a per diem and may not be reimbursed without proof of actual expenditure.

C) Airfare

1) Coach shall be reimbursed the price of “coach / economy class” airfare only. All air travel requires prior approval from the team or KSA General Manager.

D) Hotel

1) For events where a hotel stay is needed we highly recommend checking to see if the coaches' room is compensated with team stay. In the event a coach must pay for the room, he/she shall be reimbursed the cost of the room, provided all expenditures are turned in. Every attempt shall be made to place more than one coach in a room when possible.

2) Expenses that will not be reimbursed those not in line with the rules, guidelines or spirit of a youth sports organization, as well as, those against the law. These types of expenses may be, but not limited to:

- a) alcohol, smoking, or drug materials
- b) traffic or travel violations or fines
- c) frequent flier miles, hotel points or other such frequent retail user programs
- d) donations
- e) spouse or other guest expenses (unless also on similar KSA business)
- f) personal expenses
- g) in-room expenses (such as in-room pay-per-view movies or video games)

Attachment 15 Kings Soccer Academy Coach Travel Reimbursement Form

Event / Tournament Name: _____

Event / Tournament Dates: _____ Team name(s): _____

Coaches Name: _____

<u>Description</u>	<u>Rate</u>	<u>Amount</u>	
Personal Car	Gas receipt	_____	
Meals	\$30 max/day	_____	
Hotel Room (Incl. Sales Tax)		_____	# of Nights _____
Airfare/Car Rental		_____	
Other Miscellaneous Charges		_____	

Total Charges		_____	
Number of Players on the Team(s)		_____	
\$ Amount for Each Player		_____	

Must be approved by the Team Mgr

Approved By (Team Manager) _____ Date: _____

Approved By (General Manager) _____ Date: _____

Note: Total amount to be split by 2 or more teams equally when traveling to the same event. When traveling the least cost method shall be used, unless otherwise approved by team or KSA Board. This form must be turned into Team Manager, along with original receipts.

Signature of Coach: _____ Date: _____