

Mequon Soccer Club Travel & Living Expense Policy September 2012

Overview

It is the policy of the Mequon Soccer Club to outline and define reimbursement guidelines for travel and living related expenses incurred by the Coaching Staff for tournament play and for travel outside of a 125 mile radius for State League or MRL play. It is in the interest of the Club that the Coaching Staff members manage required travel and living cost reasonably and efficiently.

Travel Expense Reimbursement Responsibility

Coaching staff travel expenses related to tournament play and extended travel distance for State League or MRL play are not included in the Club fees and therefore are not the responsibility of the Club. Travel expenses incurred by a Coaching Staff member for Club approved tournament or league play are the responsibility of the individual teams and should be paid promptly out of the individual team cash account (team fund). The Team Manager has the responsibility to assist in coordinating travel for the Team's Coach and reimburse all incurred expenses in a prompt manner.

Hotel Expense

For out of town tournament play and State League or MRL play that has games scheduled on consecutive days therefore requiring an overnight stay the responsible Team shall either arrange for reservations and direct payment of the hotel expense incurred by the Coaching Staff member or reimburse the Coaching Staff member the actual amount with a receipt provided for documentation. When appropriate and two or more Coaching Staff members travel to the same tournament or MRL league games and an overnight stay is required, reimbursement will be made on the basis of a minimum of 2 staff members to a room.

Airfare Expense

In the event that air travel is the most cost effective form of travel to an out of town tournament the responsible Team shall either arrange for reservations and direct payment of the airfare incurred by the Coaching Staff member or reimburse the Coaching Staff member the actual agreed to airfare amount with a receipt provided for documentation.

Personal Vehicle Mileage

The responsible Team shall reimburse Coaching Staff members for vehicle mileage put on privately owned vehicles for travel outside of a **125** mile radius at the current Internal Revenue Service (IRS) mileage rate. This rate is adjusted by the IRS on a regular basis. The Club will provide the current mileage reimbursement rate to Team Managers and revise when adjustments occur. When multiple staff members are traveling to the same event, reimbursement for mileage will be made on the basis of a minimum of 2 staff members per car.

Leased Vehicle Mileage

The responsible Team shall reimburse Coaching Staff members for vehicle mileage put on vehicles leased by the Club for use by Coaching Staff members for travel outside of a **125** mile radius at the rate of 28 cents per mile effective September 1, 2012.

Living (Per Diem) Expenses

For out of town tournament play and State League or MRL play that has games scheduled on consecutive days therefore requiring an overnight stay the responsible Team shall pay the Coaching Staff member a fixed per diem rate of **\$30.00** per day to cover meal and incidental cost. Partial per diem reimbursement at a rate of \$15.00 per day is paid when Coaching Staff members to and from travel is limited to a partial day whereby only one or two meals are required that day. If no overnight stay is required, no per diem reimbursement is required to be paid. The per diem payment should be made to Coaching Staff members before travel occurs unless other arrangements are made.