

## **Non-parent Coaches Expenses**

It is the policy of LMF that non-parent team staff can be reimbursed for team-related travel expenses from team funds in accordance with the framework set out below. This is to ensure that costs for team management are uniform across all teams.

### **Framework**

Competitive teams are to provide funds to reimburse up to two non-parent coaches expenses to travel outside of Greater Victoria.

#### Accommodation

- Hotel shall be reimbursed up to the rate of a standard 2 queen-sized room. If the room is shared with a player's family the team shall reimburse on ½ of the nightly room rate.
  - If there is more than one non-parent staff member travelling, the expectation is that they will share a room when reasonable.

#### Meals

- Reimbursed up to a maximum of \$50 a day. Actual receipts must support all reimbursements. Alcohol cannot be claimed and will not be reimbursed as part of travel or meal expense.
  - Breakfast \$10
  - Lunch \$15
  - Dinner \$25
- Breakfast may not be claimed if the hotel includes breakfast unless game times determine it would not be possible to utilize.

#### Ferry

- Reimbursed by receipt for actual cost. If travel is with a player and/or player's family the team shall reimburse 50% of the receipt cost or vehicle, or one way of two way vehicle ferry costs. Passenger fare for coach is covered both directions.

### **Changes to Policy:**

If the team management would like to go beyond these budget amounts the following approvals are required:

- Parents' approval: The majority of parents of the team must agree to the additional expenses.
- Executive approval: Once a team has approval from the parents, they must submit a request to the Executive to approve extra expenditures.

Adopted: February 2020