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United DFC Policies and Procedures Coach Travel Reimbursement Policy

1.0 Purpose

This policy outlines the recommended travel reimbursements for coaches affiliated with United DFC. Travel reimbursements are the responsibility of, agreed upon, and managed by United DFC teams.

2.0 Definitions

N/A

3.0 Scope

This policy applies to all United DFC teams.

4.0 Policy Statement

United DFC Soccer Club recommends teams to pay for travel for coaches as outlined in this policy.

It is the intent of these recommendations that travel be discussed between the coach and team before expenses are incurred, and that what constitutes “reasonable expenses” is agreed to by both parties before they are incurred.

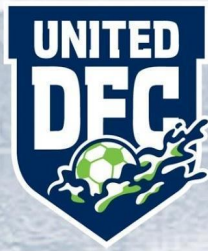
Responsibility for Expenses

Please note that the coach is reimbursed through the team budget. Expenses should be estimated in advance by the Team Manager or Coach, and costs divided per player to estimate the per player cost.

This cost will be communicated to all team members. For example, if a team is considering entering a tournament, the cost per player should include travel for coaches and should be communicated in advance of the tournament.

Eligible Travel Expenses

Gas: When a team is involved in a league or tournament game that exceeds a 200 kilometre round trip as measured from the United DFC Soccer Club Office, the coaches should be reimbursed by the team for the cost of fuel. Distances inside of 200 kilometre round trip are considered local and not eligible for reimbursement.



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Lodging: If a team is involved in a tournament where the team needs to stay at a hotel, the coaches' lodging should be reimbursed by the team. The coaches must stay at the same hotel as the team.

Meals: The recommended per diem allowance (\$50 per day) shall follow the 8 hour rule. If the coaches are going to be away from their residence for more than 8 hours and out of town, per diem will apply. For partial days, coaches will be paid the following schedule: Breakfast \$10, Lunch \$15, Dinner \$25.

Multiple Teams

If a coach has more than one team playing in a tournament, the aggregate expenses shall be split equally between the teams attending

5.0 Procedures

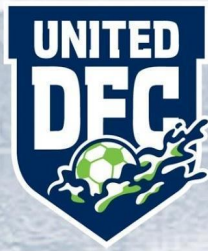
N/A

6.0 Related, Policies, Legislation and/or Documents

N/A

7.0 Approval and Review

Approval and Review	Details
Approval Authority	Board of Directors
Administrator	Executive Director
Next Review Date	10/06//2023
Approval and Amendment History	Details
Original Approval Authority and Date	



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Amendment Authority and Date	06/10/2018
Notes	Policy moved to the new template format June 2022. Policy review not conducted.