



Austin Texans Coach Reimbursement Guideline

Board Agreement Received September 14, 2010

I. PURPOSE:

- a. The purpose of this document is to provide guidelines to the club to reimburse coaches for legitimate expenses incurred on behalf of and for the purpose of the Austin Texans Soccer Club's tournament travel greater than 80 miles away.
 - i. Mileage is calculated from the team's home field to the destination field(s)

II. GENERAL POLICIES

- a. **Supporting Documentation Required.** Supporting documentation for all expenses (other than automobile mileage) must accompany each request. Such documentation may be in the form of receipts, credit card statements or canceled checks.
- b. **General Limitation.** All expenses must be incurred for activities relating to travel for a sanctioned soccer tournament greater than 80 miles away (one way).
 - i. Coaches with multiple teams will have their expense costs evenly distributed between all teams
 - ii. Teams can choose to reimburse coaches for extended travel for season games at the team's discretion.

III. TRAVEL EXPENSES

- a. **Airfare.** Airfare may be reimbursed for distances of more than four (4) hours if traveled by car. Airfare will be reimbursed at lesser of the actual fare or standard coach fare at the 21 day advanced fare price. Reduced fares should be requested at all times.
- b. **Mileage.** Automotive travel may be reimbursed at \$0.50 per mile.
 - i. Mileage is calculated from the teams home field to the destination field(s)
- c. **Lodging.** Lodging may be reimbursed up to \$100 per night. No reimbursement should be granted for lodging in one's own city of residence. Lodging may include the night prior to the tournament, but not the night following the completion of the tournament unless air travel is used.
- d. **Meals.** Reimbursement for meals and beverages will be the actual cost (including tips) up to \$25 per day.

IV. PROCEDURE:

- a. **Reimbursement Request Procedure.** All requests for reimbursement must be submitted to the Team Manager within thirty (30) days after the expense is incurred with original receipts.
- b. **Disbursement of money.** Team managers will summarize the total allowable expenses and divide by the number of players.
 - i. Each team member will be responsible to pay the team manager for coach's expenses within 7 days
 - ii. Team manager will be responsible to ensure that the coach is reimbursed within 10 days
- c. **Prepayment.** Teams can choose to estimate expenses before the tournament and provide coach an upfront payment and reconcile afterwards.



REIMBURSEMENT FORM

Austin Texans PO Box 1404 Pflugerville, TX 78691

PLEASE PRINT

Date _____

Requestor _____

Address _____

Phone _____

Amount of Reimbursement \$ _____

Detail of expenditure

Please attach all receipts to this form

Signature of Requestor

*Approval Signature by
Treasurer or VP or President*

Date