



Santa Rosa United



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Coach Travel Expenses

Santa Rosa United Teams [team] shall be responsible to reimburse their coach's out of area travel expenses to attend tournaments, league games, or other soccer related events. Coach will be reimbursed for mileage expenses incurred during travel to and from CYSA District V league games outside of Sonoma County. Other travel related expenses shall only be incurred for travel outside of Sonoma, Napa, Marin, Lake, and Mendocino Counties.

Meals

Meals shall be paid on a per diem basis as follows:

Breakfast \$10.00

Lunch \$15.00

Dinner \$21.00

Mileage

When traveling by personal vehicle, the team shall reimburse the coach at the current IRS rate allowed in their contract with United. At no time shall a team pay in excess of the current IRS rate.

Lodging

The per diem rate for lodging shall be whatever lodging arrangements are made at the "team hotel." With team approval, other arrangements may be made but the coach shall not be reimbursed in excess of the "team hotel" rate. The team is not responsible for the personal expenses without prior agreement.

Transportation

For long distance travel, the team shall pay for the coach's airfare and necessary car rental fees and gasoline. These costs shall not exceed the average cost as applied to team members.

Receipts

Receipts are required for all expenditures in excess of \$25.00

Payment Schedule

The team and coach shall determine when the coach will receive payment for meals or if an "advance" is required. Per diem meals may be paid prior to or after traveling.

Assistant Coach

Reimbursement of expenses incurred by an assistant coach must be pre-approved by the team. There is no united policy to cover reimbursement of an assistant coach's expenses.