

# **Travel Expense Reimbursement for BHFC Coaches**

## **Purpose:**

To establish guidelines regarding reimbursement for travel expenses associated with coaching for BHFC Coaching Staff members and Club-related travel by other BHFC staff.

## **Philosophy:**

It is the Club's goal to minimize the financial impact of coaching in the BHFC program on staff coaches. However, this must be done within the constraints of being fiscally responsible to our member players and adhering to the guidelines established by the IRS for 501(c)(3) non-profit organizations regarding expense reimbursement for employees.

## **Policy:**

Reimbursement for travel expenses is available to BHFC coaches for expenses encumbered during the conduct of their coaching duties. Expenses which can be reimbursed are those expenses incurred traveling to team tournaments (including LPTs and post-season), regular season games, coaching clinics, and friendlies. A properly filled out travel expense form must be submitted to the Club with appropriate receipts in order to be reimbursed for travel expenses. Details of reimbursement rates for meals, travel and lodging are described in the BHFC Expense Reimbursement Guidelines which follow.

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## **BHFC Expense Reimbursement Guidelines**

### **Meals:**

Breakfast and lunch will be reimbursed at a total of \$7.00 per day. Only breakfast OR lunch can be claimed on any single day. No receipt is required.

The maximum dinner allowance will be \$20.00 per day. Claims for dinners of \$10.00 or less do not require a receipt. Any claim for an amount above \$10.00 requires a receipt submitted with the claim.

## **Mileage:**

Mileage which can be reimbursed is that incurred when a coach uses their own private vehicle to travel to a tournament (including LPTs and post-season), a regular season game, a coaching clinic, or a friendly. Travel mileage to regular practices will not be reimbursed. Mileage will be reimbursed at a rate of \$0.20 per mile.

For coaches and staff that prefer to submit gas receipts for reimbursement in lieu of claiming mileage, those individuals will be expected to track gas consumption as accurately as is reasonable. Periodic audits of gas receipts may be necessary if the Club believes this policy is being misused. Coaches are encouraged to car pool with team member families when possible.

## **Lodging:**

Lodging will be reimbursed up to a maximum of \$85.00 per night. A receipt for lodging must be submitted with the claim. Only lodging expenses will be reimbursed – miscellaneous expenses (telephones, room service, movies, etc.) are not covered. Coaches are encouraged to room share with other coaches when possible.