



TRAVEL EXPENSES AND REIMBURSEMENT POLICY

Approved: May 11, 2007; Revised: Aug. 18, 2008; Rev. 7/09; Rev. 3/16

Part I—GENERAL

The purpose of this policy is to provide the requirements and procedures for travel expenses incurred by coaches and staff employed by the Twin City Youth Soccer Association. It is the policy of TCYSA that persons carrying out activities for TCYSA should not be penalized nor profit in carrying out those activities. For coaching reimbursement, this policy covers only Friendlies, Games or Tournaments that qualify under the following guidelines.

Part II—GENERAL TRAVEL AND REIMBURSEMENT REQUIREMENTS

- 1. Payment by TCYSA.** All payments for travel and other reimbursable expenses for teams including Recreation, Jr. Academy, Select and Classic, will be paid through the TCYSA Office by the TCYSA Bookkeeper.
- 2. Reimbursement Request Forms* (see second attachment) Must Be Used.** Reimbursement Request forms must be used by the coach requesting reimbursement for travel expenses. All information requested on the form is required: name, address, title/position, dates, signature, etc. Coaches will submit all reimbursement forms/receipts directly to TCYSA DOC or applicable ADOC for review. Upon approval, the TCYSA Bookkeeper will reimburse the coach.
- 3. Original Receipts Requirement.** Expenditures for more than \$10 (except for mileage) must be submitted with an original receipt in order to be reimbursed. For amounts of \$10 or less, when no receipt can be obtained, the person must submit a signed statement indicating the date, amount and nature of the expenditure made by that person.
- 4. Meal Expenses.** TCYSA reimburses meal expenses for out-of-town travel that requires an overnight stay or multiple games away from home in one day. The amount for reimbursement of the costs of meals plus tips is \$5 for breakfast, \$10 for lunch, and \$15 for dinner. Alcohol is not a reimbursable expense. Expenses for meals in the company of team players and their families will be excepted from the guidelines when a receipt is submitted with the request for reimbursement.
- 5. Air Travel.** Any coach requiring air travel must secure prior approval from the team manager or before purchasing a ticket. Air travel will be at the lowest coach-

class airfare available to the destination. Air-travel arrangements are to be made as far in advance of the date of travel as is possible under the circumstances to ensure the lowest possible fare.

6. **Mileage.** Reimbursement for mileage is the current NCYSA allowance of 35 cents per mile. Reimbursement is not authorized for travel to Bryan Park, Greensboro and/or will not be paid for mileage that is less than a 50-mile radius from the home. Mileage reimbursement may not exceed the lowest coach class airfare to the place of destination.

7. **Rental Cars. Any coach requiring a rental car must secure prior approval from the DOC before any transaction.** Prior to rental of a car, consideration should be given to its required use and other transportation alternatives. The use of rental cars is encouraged when the cost of a rental car is less than the cost of mileage or other means of transportation, such as airport limousines or taxis. The person may only rent an economy or compact-sized car, except when three (3) or more individuals are traveling together and using the car. Itemized rental receipts and payment receipts are required.

8. **Hotel. Coaches are expected to stay with their team at a team hotel** unless the coach is traveling with more than one team, in which case he or she may select with which team to stay. The team is required to reimburse the full amount of his or her stay. If two teams are sharing a coach for the same tournament, hotel costs should be split 50/50.

9. **Timely Submission.** The TCYSA Office must receive a Reimbursement Request Form by the last day of the month in which the expenses are incurred.

10. **Payment for Expenses of Other Persons.** Expenses incurred for other persons should only be for persons eligible for reimbursement from the TCYSA and have not been submitted on any other Reimbursement Request form. The applicant must complete the Reimbursement Request form and then enter the names and titles/positions and amounts of those expenses on the Other Party Expense* form. Please note that the detailed amounts on the Other Party Expense form must add up to the total entered on the Reimbursement Request form.

11. **Approvals.** Only the TCYSA DOC shall have the authority to approve or deny a reimbursement request.

12. **Travel and Expenses for Multiple Purposes.** For expenses incurred for such multiple purposes as coaching a TCYSA team in a tournament and performing recruiting duties for a college or university at the same tournament, TCYSA will reimburse expenses in accordance with the proportion of time spent in the function of TCYSA employee relative to any and all additional capacities in which the coach is serving during the event to be reimbursed, with the assumption that the reimbursement costs will be shared equally unless otherwise stated in the reimbursement request.

Part III—REIMBURSEMENT PROCEDURES

13. Completed Reimbursement Request Forms. A completed Reimbursement Request form with original receipts attached should be submitted directly to the TCYSA Office, i.e. the DOC.** An incomplete or improperly completed request may cause a delay in processing and may cause the form to be returned to the person submitting the form. All information requested on the form is required: name, address, title/position, dates, signature, etc.

14. Review of Forms. For Jr. Academy, Select or Classic teams: Coaches will submit all reimbursement forms/receipts directly to TCYSA DOC for review. The TCYSA DOC will review each Reimbursement Request form for completeness and accuracy and will forward the form within 3 business days, with supporting documentation, to the TCYSA Bookkeeper payment. Upon approval by the DOC, the TCYSA Bookkeeper will reimburse the coach. For Recreation teams: The TCYSA Recreation Director will review each Reimbursement Request form for completeness and accuracy and will forward the form, without supporting documentation, to the TCYSA Bookkeeper for approval and payment. Copies of receipts will be available to the TCYSA Bookkeeper on request. Only a request that is complete and adheres to this policy will be forwarded for approval and payment.

13. Payment. On receiving the approval of a request, a check will be issued by the TCYSA Bookkeeper within ten (10) business days.

14. Denied Requests. A Reimbursement Request form that is denied will be returned to the person submitting the form within ten (10) business days with an explanation for the denial.

*Copies of the Reimbursement Request form and the Other Party Expense form are included in the Appendices to this Manual and online.

**The address of the TCYSA Office is as follows:
P.O. Box 362
Clemmons, NC 27012