

Atletico Santa Rosa Soccer Club

Coach Travel & Expense Policy

This policy is to ensure that the Club is in compliance with 1099 reporting and tax compliance under its 501(c)3 status with the IRS and also to provide consistency across ASR with regards to what costs are to be covered by the team for the coaches when teams travel.

Airfare

If the team is traveling to and from a tournament or showcase that is 8+ hours* one way by car, the coach can choose to fly and it is the responsibility of the team to cover the cost of the flights; the team or coach should purchase the ticket with the most reasonable fare based on dates and times needed. The coach is not required to take the least expensive flight if it does not work with his/her schedule (full time work, other team commitments, family commitment, etc.). However, whenever possible the coach should try to accommodate the least expensive flights.

Rental Car

If a coach flies to a tournament or showcase (based on the criteria above), the team is responsible for his/her cost of a rental car.

If there is no room for the coach and he/she need their own car, the team is responsible for the total cost of the rental car including fuel. If the coach has the opportunity but declines to share a rental car with others, only the cost that would have been incurred in a shared car is the responsibility of the team.

Bus Travel

If the team travels by bus to and from a tournament or showcase, the coach is expected to travel on the bus with the team. His/her cost should be equal to the players or per person on the bus (however the team calculates the cost) and charges back to the team.

Mileage

Team must pay mileage for every game or tournament within 60 miles or more (one way).

Hotel

The team is responsible for the hotel room the night before the team's first game (if the game is 8 am game and driving time is 2 hours or more) through the night before their last game and any nights in between. Team will reimburse the coach the rate of the hotel that the majority of where the team is staying, if coach chooses a more expensive hotel, coach must pay the difference.

If coach has a son/daughter on the team, coach can't collect hotel fees.

The coach is responsible for any expenses charged to the room (internet, meals, movies, mini bar charges, etc.) other than room rate and taxes, unless other fees are required (i.e. parking, resort fees, etc.).

Meal

Teams are responsible to reimburse the coach \$40 per full day and \$20 for half day for meals.

If a parent offers to pay a coach bill for a meal that he or she may have with the group that is not a team meal, the amount should not be charged back to the team, nor should the coach be expected to return any part of his or her per diem.

Multiple Coaches

If a team has more than one coach, the team is only obligated to pay for the equivalent of one coach's expenses. The coaches can work it out amongst themselves.

Multiple Teams

If coach has more than one team at the same tournament, the teams will split the coach expenses cost equally.

Receipts

Per IRS rules, **ALL** receipts must be retained for any payments made on a coach's behalf or reimbursed to a coach. If a coach purchases airfare or pays for his/her hotel room, he/she must turn in the receipt in order to be reimbursed by the team – **NO EXCEPTIONS.**

Reporting

The person in charge of team finances is responsible for reporting coach expenses to the team using the Coach Travel & Expense Form located on the (Atletico website).