



CC United Coach Travel Reimbursement Policy

In an effort to establish a consistent policy for the approval and payment of a coach's expenses incurred during the conduct of tournament travel outside of a 75 mile radius from the CC United office (7801 Park Place, Chanhassen, MN), the following guidelines should be observed.

Only one coach per team is eligible for reimbursement. Parent or assistance coaches are not eligible for expense reimbursement.

Reimbursable Expenses:

1. Lodging- Hotel accommodations will be at the same hotel as the team in a standard room.

For some events, the decision to rent a hotel room or commute may come into question. A general rule of thumb will be to go with what the majority of the team is doing at the time reservations are made. If the majority of families book a hotel room but decide to commute once game times are announced, the coach's room should still be covered by the team.
2. Gas – Coaches are to provide receipts for their gas.
3. Meals – Meals will be reimbursed at the lesser of actual cost or a per diem of \$40/day.
4. Airfare – When the majority of parents are flying, air travel will be reimbursed at cost. However, in no event may the price of the ticket be more than the average cost of the players' tickets plus \$100 (roundtrip). When the majority of parents are not flying, airfare reimbursement will be at the calculated cost to drive. If a team bus is taken, no airfare reimbursement will be given.
5. Car Rental – Car rental will be reimbursed when needed and only when the majority of parents are traveling by air. Reimbursement will be adjusted if sharing the car with a parent on the team.

All hotel, air and car arrangements should be made as early as possible to take advantage of purchase discounts. Responsibility of making such arrangements should be agreed-upon between the coach and team manager at the beginning of the season.

Coaching Two Teams

If a coach has two teams participating in the same tournament, the teams will split the expense of the coach.

Submission of Receipts and Payment:

If a coach pays for any of the above expenses directly, the costs must not exceed the guidelines above and itemized receipts (not credit card receipts) must be given to the manager within one week of the tournament.

The team manager is responsible for collecting funds from all team parents for allowable coaching expenses as well as reimbursing the coach in accordance with this policy. Reimbursement shall be made promptly after receipt of the appropriate expense documentation. Such documentation is to be maintained by the team manager.