



Travel Expense Reimbursement Guidelines for Coaches

These guidelines are designed to assist coaches in billing their teams for expenses incurred while attending Space Coast United Soccer Club, Inc. activities. Travel expenses are reserved for events located outside of Brevard County, Florida.

Space Coast United Soccer Club, Inc. expects coaches to act responsibly and professionally when incurring and submitting costs to their teams. Our members incur their own travel costs for participating in competitive soccer and are reimbursing coach travel expenses above and beyond their registration and training fees as well. The Club considers expense control a primary responsibility of all members of our staff.

Mileage

Rates for mileage are based on the Zone map; no receipts or mileage logs are required. The maximum per round trip amount paid for each day of travel is related to GSA mileage recommendations, and takes distance from Brevard County into consideration.

- Zone 1: \$50 per round trip
- Zone 2: \$75 per round trip
- Zone 3: \$125 per round trip
- Zone 4: \$200 per round trip

Meals and incidentals

Meal and incidentals rates are provided below; no receipts are required. The maximum per diem amount paid for each day of travel is intended to cover the cost of meals and other incidental items, such as limited miles between the hotel and fields. The Club expects coaches to adjust the per diem to save their teams the expense if their actual costs fell below guidelines.

- Travel day to or from destination: \$15
- Full day away: \$40

Hotels

Coaches will be reimbursed for hotel, parking, and taxes. Any other expenses incurred during a stay are not reimbursable. Coaches may permit their team managers to make their accommodation arrangements or may reserve their own lodging. When making reservations on their own, coaches should consult with the team manager to ensure the lodging costs are comparable to the parents' expenses. Coaches who book more expensive accommodations should only charge their team the block rate at the team hotel or the average cost of hotels in the area.

Example

Travel to Disney for games on Friday, Saturday, and Sunday, a coach would receive a maximum of \$120 plus the direct cost of a hotel stay based on the following:

- Mileage: Zone 1 round trip = \$50
- Per Diem: Friday is a travel day (\$15), Saturday is a full day (\$40), and Sunday is a travel day (\$15). Total per diem = \$70.

For tournaments or other events where a coach is covering multiple teams, all reimbursements should be split equitably between each team.



Zone Map: for mileage reimbursement calculation

Any questions related to the content of this policy or its interpretation should be directed to the Board of Directors. Coaches accepting mileage and per diem for meals, and incidentals cannot deduct these costs from their income on their tax returns. There could potentially be fines and penalties for “double dipping” these expenses.