



HOOSIER FUTBOL CLUB, INC. COACH REIMBURSEMENT TRAVEL POLICY



Hoosier FC Teams will be responsible to pay for their coach's in and out of area travel expenses as follows:

When it's possible, Hoosier Futbol Club, Inc. (HFC) encourages coaches to travel with the team in an effort to reduce the expenses on the team budget.

"Out of area" is defined as: Any Game (season or tournament) outside of 50 miles from the Hoosier Futbol Club.

1. **Regular Season League Games:**

League games of distances inside of 50 miles (100 mile round trip) are considered part of the coaches' agreement with the club and expenses covered.

2. **Tournaments:**

Outside Area: All tournament travel expenses will be covered by the team. (If the coach is accompanied by their family, the family's expense will not be covered by the team).

Inside Area: Any tournament inside 50 miles team will give the coach a \$50.00 stipend. If the team is going to a team meal, the team will pay for the coach's meal. (If the coach is accompanied by their family, the family's expense will not be covered by the team).

GAS ALLOWANCE

If the coach is driving his/her own vehicle, the team shall give the coach a \$100.00 gas stipend before the coach leaves for the tournament. The team will pay the coach back per receipts given to the manager at the end of the tournament for anything over the \$100.00 stipend. This \$100.00 stipend is for all tournaments outside of the 50 miles (100 mile round trip) radius of Hoosier Futbol Club.

MEALS

The team will give the coach \$35 per day for the following:

Breakfast = \$8 Lunch = \$11 Dinner = \$16

When hotels have the complimentary breakfast no per diem will be given.

Team dinners – team will pay for coach dinner and no per diem will be given.

LODGING

The team will reserve a hotel room for the coach wherever the team has lodging arrangements. The coach is expected to stay with the team. Only the cost of overnight accommodation is covered. The coach is responsible for any miscellaneous expenses (i.e. internet service, movies, room service).

TRANSPORTATION

- For long distance travel, (Outside 400 miles one way) the team will pay for the coach's airfare. The team will be responsible for coach travel to and from airport, hotel, fields, etc.
- For long distances traveled by car, coaches are encouraged to travel with a family or look into renting an economy vehicle and charge the team for gas (with receipt only).
- Mileage will not be kept.

ASSISTANT COACH

As a rule, HFC does not reimburse assistant coach expenses while traveling with the team. The team "can" choose to pay for the assistant coach's expenses but must be approved by the team and Director of Club/Coaching ahead of the event. In the event that an assistant coach is acting as a head coach at a tournament or game then the assistant coach will be treated as head coach and expenses will apply.

RECEIPTS

Receipts are required for all expenditures that the coach wants to be reimbursed for.

Managers will be responsible for maintaining all receipts for coach travel expenses.