



## **EDEN PRAIRIE SOCCER CLUB**

### **PASSION • RESPECT • EXCELLENCE**

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#### **EPSC Travel Reimbursement Guidelines for Coaches 2021/22 Season**

*The following is a fair guide, for teams, regarding reimbursing coaches who travel for events.*

##### **Area-**

Guideline is for travel beyond Minnesota state lines.

##### **Mileage-**

From EPSC office to event site and all travel related to event such as hotel to event fields.

Rate is \$0.56 per mile.

If coach can carpool at no expense or ride team bus, then no mileage reimbursement is required.

##### **Flights-**

Team pays for any flights and books in advance OR reimburses coach. This will include any baggage charges. It is preferred that team buys the flight ticket in lieu of reimbursement.

##### **Car Rental-**

If team flies to an event then the team should provide transport for the coach via a team van or car.

Under no circumstances should the coach be a designated driver for players. *Any associated costs such as parking, gas, insurance etc will be paid by team or reimbursed in full to coach upon receiving all receipts\**

##### **Hotels-**

Team should book coach room in advance and pay upon leaving hotel or whatever room payment is required. Team will pay for coach room for all nights that team stays at hotel for event.

If there are two coaches then they should share a room. If the situation is not possible to share then team pays for two rooms. Most events are "Play and Stay" and insist on the use of their partner hotels. If this is not the case, team should ask for a complimentary room for coach as some hotels may oblige.

##### **Meals-**

Coach should be reimbursed at the following rates.

\$55 per day for full days.

\$30 for partial days.

Full days are usually the Saturday, partial is usually Friday and Sunday but this may vary.

Tournaments are those agreed upon in team meeting and by using the team plan as a guideline.

Teams will not incur any coach travel expenses for events within Minnesota.

Teams may agree to reimburse coach at a different rate if situation seems out of the normal scheme of a typical travel event as long as all parties agree.

Any dispute will be reported by coach and/or team manager, to the the EPSC Executive Director for immediate consultation. It is the aim of EPSC to foster good professional relationships for coaches and teams.

Team coaches will not drive players to and from any event.

Team coaches will not room with team parent(s)

\*Edited 3/3/22

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