



NM Rapids Travel Reimbursement Policy for Coaches

NM RAPIDS POLICY FOR TRAVEL REIMBURSEMENT

New Mexico Rapids teams shall reimburse their head coach, or if it has been arranged, the covering coach for reasonable and proper travel expenses incurred during the conduct of travel outside of a 70-mile radius from Albuquerque. Coaches should not be penalized, nor should they profit by adhering to these policies which shall govern expense reimbursement.

Controlling Expenses:

Best judgement to keep travel costs down both for the club and for the membership.

Where practical and/or possible, every effort should be made to minimize expenses like sharing rental cars, and making travel reservations as early as possible. Coaches are expected to maximize available discounts.

1. To be reimbursed, travel expenses must be related solely to NM Rapids games or tournaments outside of a 70-mile radius from ABQ.
2. Travel expenses shall be limited to: meals, lodging, transportation, and parking/tolls.
3. Coaches can either use the Per Diem limits or turn in receipts up to the Per Diem limit.

Meals:

- Meals will be covered by the payment of a daily per diem by U.S. General Services Administration Standard Per Diem Rates. <https://www.gsa.gov/>

Lodging:

- Expenses will be covered by the team for the night preceding the first game through the night before the last game to be played. There may be exceptions if a game is played too late in the evening to travel that night or weather impedes safe travel that afternoon/evening. If the coach should choose to stay longer or arrive earlier, any additional costs will be the responsibility of the coach.
- The team will cover a single room (standard single queen or king bed) for the coach up to the rate at the specific tournament sanctioned team hotel.
- The expenses should only include "cost of the room"; no extra fees such as movie rentals, etc.
- If the coach is sharing a room with another coach, these expenses will be shared and the coach will only be reimbursed for their share of the expense.
- If parking fees are required to park at the hotel's property, these are reimbursable expenses.

Transportation:

1. **Personal Car Expenses:**

- a) Use of a personal car will be reimbursed at the current IRS Mileage Rate, which includes fuel usage. <https://www.irs.gov/tax-professionals/standard-mileage-rates>
- b) Mileage shall be determined by utilizing Google Maps and taking the shortest driving distance from coaches home to the team hotel or tournament field.
- c) If the coach chooses to ride with another parent, no mileage will be paid.
- d) The coach that drives a personal car with more than one coach (of other teams) will be the only one reimbursed and will split expenses equally between the teams of the coaches traveling in the car

2. **Rental Car and Fuel**

- A) Fuel utilized while driving the rental car will be reimbursed (receipts or e-receipts required).
- B) No mileage rate is paid on a rental vehicle. (Rental rate & gas is paid)
- C) Every effort should be made to book the lowest rental possible by scheduling as far in advance as possible.

3. **Air Travel:**

- a) If a coach flies to the game/tournament, the team shall pay for the airfare and any vehicle rental fee and fuel for the duration of the tournament, per Section 2 above
- b) Every effort should be made to book the lowest airfare possible by scheduling as far in advance as possible. Flights should be booked at least 30 days in advance. Obvious exceptions include qualification for a championship tournament that takes place less than 30 days from the qualifying event.
- c) A coach MUST submit receipts or e-receipts to Team Manager (or Team Travel Coordinator) to receive reimbursement.

4. **Parking:**

- a) Any parking or toll fees associated with the tournament are reimbursable (receipts required).

POLICY FOR COACHES WITH CHILDREN PARTICIPATING

Coaches child needs to pay their share of team fees same as all other families.

Any travel expenses directly associated with their child must be paid for by the coach.