



Travel Reimbursement Policy

As staff members of Empire United Soccer Academy (EUSA), Club Coaches will have occasion to incur business travel expenses as part of their participation in tournaments and league events outside the New York State West area. In addition, we have updated our Policy to include funding for travel within the NYSW greater than 60 miles from the John Street Complex. See Section 2.0 for this update.

The procedures and practices contained within this policy are designed to act as a guideline for business travel expense reimbursements. As all expenses are borne by the Team Families, it is the expectation that the Coach (and Team Manager) will communicate all expenses with the Team Families prior to the expense being incurred or approved. This policy is designed to accomplish the following key points:

- Ensure all Coaches, Team Managers, and Team Families have a clear and consistent understanding of policies and procedures for business travel and expense reimbursement.
- Ensure Coaches are reimbursed for legitimate business travel expenses.
- Maximize the Team's ability to provide for transparent management of travel expenses.
- Provide the appropriate level of accounting and business controls for the Team and the Club to ensure that expenses are:
 - reviewed and approved by the appropriate persons
 - properly documented for IRS purposes such that these expenses will not be considered "income" but rather reimbursable business expenses.

1.1 General - It is the expectation that all Coaches will prepare, seek input, and distribute to Team Families an Annual Team Calendar, including a Team Competition Plan. The Coach and Director of Coaching (DOC) will prepare a supportive budget based upon that Team Competition Plan.

- All approved expenses incurred must be in accordance with the Team's Annual Calendar and Budget. Expenses incurred outside of the Teams Annual Calendar are not eligible for reimbursement from the Team Budget
- If an Annual Team Calendar and Team Budget have not been prepared and agreed to by the Club, Coach, and Team Families, please contact the respective DOC prior to incurring any expense.
- All expenses are to be reimbursed from each Team's tuition contributions.
- In situations where a Coach is traveling on behalf of multiple teams for which he/she has responsibility, the Coach's business travel expenses will be shared appropriately between the teams. It will be the responsibility of the Coach and Team Manager(s) to coordinate the appropriate sharing of expenses.
- Teams are only expected to cover travel expenses for ONE coach per team event. In the U9-U12 age group, if multiple teams are traveling to the same event, each team can have a coach designated to their team.
- The acceptance of payment for coaching the assigned team for any out-of-town event is strictly prohibited.

1.2 Payment Methods - It is expected that Coaches will utilize their personal credit cards in reserving and paying for air, lodging, and any ground transportation expenses (unless otherwise agreed upon, in advance of incurring any expense, by the Team Manager.



1.3 Expense Report Submittal - All Coach Business Travel expenses must be recorded on the Club approved Expense Reimbursement Form (see attached) with appropriate documentation/justification of purchase.

Completed and signed expense reports should be submitted to the Club Treasurer for approval and payment. Original Receipts or electronic scanned images must be submitted with the expense report. Receipts are not required for meal stipends. Coaches are required to file expense reports no later than 30 days after incurring the expense. Expense reports submitted 30 days after the last day of any travel event will not be accepted. Expenses must be submitted for reimbursement prior to the end of the season in which they were incurred or they will not be reimbursed. Expense reports that are incorrect, incomplete or include disorganized receipts will be returned to the Coach for completion and may result in delay or non-reimbursement of specific items. Disregard for EUSA policy or altering of receipts can result in disciplinary action up to and including termination.

1.4 Receipt Requirements - Coaches must provide the following information in order to be reimbursed for any business-related air/rail, lodging, or related expenditures:

- Air/Rail – original passenger receipt.
- Lodging – hotel folio only.
- Car Rental – Direct billing in NYSW will be available through rental agency (Enterprise/National). When direct billing is not available, credit card receipt will be required.
- Tolls/Parking – original receipts - Actual bills/receipts must be submitted whenever possible; photocopies will be acceptable only with a detailed explanation as to why the original is unavailable. Receipts must include the name of the vendor, location, date and dollar amount. Parking reimbursement is for costs incurred while traveling, and not for local airport parking while using a rental car for travel.

1.5 Car Rental - Whenever there is travel outside NYSW, the Club expects coaches to use our car rental agency partner (Enterprise/National). Coaches may rent a car at their destination when it is less expensive than other transportation modes such as taxis and airport shuttles. Whenever possible, every effort should be made to rideshare and carpool with Team Families and other Coaches. Economy through Standard vehicle classes are covered.

Upgrades for additional insurance/liability coverage and any upgrades (such as satellite radio, etc.) to vehicle class (beyond Full Size) and services, are not reimbursable. Coaches **New York State automobile insurance policies should include car rental insurance/liability coverage unless waived by the policy holder. Coaches should verify coverage on their own policies.**

Subscription to Enterprise Plus and National Emerald Club rewards programs for coaches will provide coaches free rental days for personal use. Only Enterprise/National car rental agencies will be recognized for reimbursable club travel. (See separate EUSA club rental car policy for details).

1.6 Business Use of Personal Automobiles - It is expected that whenever possible, the primary transportation vehicle used to commute to and from all NYSW competitions will be the coaches' personal automobile. The club will not be providing a vehicle stipend for NYSW competitions.

The club will provide a \$35 per day stipend to cover personal vehicle cost for travel outside of NYSW, if the team coaching staff prefers to use their own vehicle.



In the case of personal car usage for travel outside of NYSW, gas re-fueling is covered for expenses incurred during the trip, and the last fill up upon return. (The expectation is that the trip will start with a full tank of gas at the coaches' personal expense.)

1.7 Meals and Incidental Expenses (M&IE) - It is the intention of this policy to establish a manner of travel that balances the need to assure that official travel is conducted in a responsible manner, afford Coaches the ability to dine when and where they see fit, as well as minimize administrative costs. Coaches will receive a \$40.00 per diem rate for expenses to include breakfast, lunch, dinner, and incidentals (up to and including telecommunications expenses). An assistant coach will receive a \$40.00 per diem rate for meal expenses should they travel and share hotel accommodations with the coach. This rate will be reviewed annually and adjusted accordingly. (Normal tournament weekend = 3 days)

1.8 Lodging - It is anticipated that tournaments, State Cup, Region I, National League, USYSA, US Club and US Dev Academy competitions outside of the New York State West areas will involve overnight stays. Given the importance of timely arrival and departure from fields and registration facilities, it is expected that every effort will be made by Coaches and their Teams to stay at the same hotel location.

- Class of Service – All lodging must be in a Standard Room Class. Upgrades for Lodging Accommodations - Upgrades to Suites, “Club Level” Rooms, and the like, are not reimbursable. If a Coach wishes to upgrade, it is done at the Coach’s expense.
- Group Discounts - Hotel reservations should be made in such a manner as to secure the best available rate and should look to take advantage of any tournament discounts that may exist. When appropriate, the Team Manager, in consultation with the Coach, should compare tournament discounts to rates offered from the Hotel directly (online and other). If there are material differences, the Coach and the Team Manager should collaboratively determine an appropriate course of action with the overall goal of minimizing expenses to be incurred by the Team Families.
- The target room cost should not exceed \$150 per night or \$200 for Stay to Play Tournaments

If any two coaches are required to travel, it should be identified to the DOC to include into budget consideration. Assistant coaches that are required to travel and of opposite gender as head coach, will have hotel reimbursement funded by the club. Assistant coaches that are required to travel, and are of the same gender, will be expected to share a room to minimize team costs.

- Tournament Cancellations – In the event a Tournament is canceled, Coaches will be reimbursed for any hotel “no-show” fees charged. Every effort should be made by the Team’s to take advantage of special arrangements made by the hosting Club (to avoid cancellation charges).
- No-Show Charges - Coaches will be held responsible and will not be reimbursed for "no- show" charges unless there is sufficient proof that the billing is in error or circumstances were beyond the traveler’s control (as well as cancellation of the Tournament). Coaches should request and record the cancellation number in case of billing disputes. Coaches should note that cancellation deadlines are based on the local time of the property.
- In-Room Movies and any room charges exceeding the daily stipend will not be reimbursed

1.9 Air Travel – Air/rail travel reservations should attempt to secure the lowest available fare.



- Coaches are expected to obtain DOC approval prior to booking. All airfare costs are to be included into team Competition Cost Plan.
- Coaches are expected to use the lowest logical fare available.
- Coaches should consider Saturday night stays and stays exceeding 3 days
- Coaches are expected to reserve 30-day advance notice purchases.
- Coaches are expected to use non-direct flights when the savings are substantial.
- **Class of Service** – All Air/ Rail travel must be in Coach Class.
- **All Air/Rail Travel** - must be approved by the DOC or ED prior to booking any air or rail reservation.
- **Upgrades for Air/Rail Travel** - Upgrades for air travel are not reimbursable. If a Coach wishes to upgrade, it is done at the Coach's expense.
- **Cancellations** – At all times should air/rail travel be discussed and agreed to by the Team so as to minimize any potential that a trip will be cancelled. When a trip is cancelled after the ticket has been issued, the Coach should work closely with the Club Treasurer to inquire about using the same ticket for future travel and to discuss alternate Tournament Participation.
- **Airport and Train Station Parking** - Parking will not be reimbursed at local airports. When parking at an airport or train station is part of business travel, it is expected that Coaches will utilize Long Term parking lots, utilize Uber or Lyft to eliminate the cost of unnecessary expense for parking.

2.0 Travel within the NYSW Region – There are frequently occasions when travel is required within NYSW. In cases where travel is required beyond 60 miles from the John Street Complex, the club will reimburse up to two staff members per team, \$15.00 per person for meals and a flat fee of \$20 for gas for one shared vehicle.

2.1 RESPONSIBILITY - The Coach is responsible for complying with this Travel Reimbursement Policy. The Club Treasurer is responsible for accurately reviewing, signing and approving Coach Expense reports. The Club will reimburse Coaches for all reasonable and necessary expenses while traveling on authorized Team business. The Club assumes no obligation to reimburse Coaches for expenses that are not in compliance with this policy. The Club Treasurer and DOC must approve any deviation from this policy.

2.2 ENFORCEMENT - Coaches who do not comply with this policy may be subject to the delay or withholding of reimbursement and/or disciplinary action.

2.3 APPROVAL - Adopted and Approved by Empire United Soccer Academy, Inc. - Updated January 2021