



USA Elite Sports Club Soccer Coaches Tournament Reimbursement Guidelines

Please Keep your receipts and provide them on the Google doc link below
[Reimbursement Requests](#)

Please enter your receipts for reimbursement into our Google doc link. Receipts will be reimbursed within 10 days of being submitted. All expenses should be **pre-approved** if they exceed \$300 in hotel costs and \$150 in per diem for out-of-town events. You may also use this form to request hotel money prior to your event. However, please remember that **all reimbursement requests should include a receipt** for reimbursement purposes.

These guidelines are designed to assist coaches in billing their teams for expenses incurred while attending tournaments for the USA Elite Sports Club. Travel expenses are reserved for events located outside of Fairfield, Franklin and Licking County, Perry, Coshocton, Knox, Muskingum, Delaware, Morrow, Marion, Union, Madison, Pickaway and Hocking Ohio or in excess of 60 miles distance from our home field location at Harvest Prep.

USA Elite Sports Club. 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, meals, and incidentals

Per Diem rates for gas cost, meals and incidentals are provided below; **receipts are required**. The maximum per diem amount paid for each day of travel is related to and takes distance from our home field location into consideration.

The Club expects coaches to adjust the per diem to save their teams the expense if their actual costs fell below guidelines. Examples include breakfast provided by the hotel or day trips requiring only one or two meals. These rates constitute a maximum amount coaches may charge their teams.

Current per diem budgets are \$75 per day for an out of town tournament or \$150 total per out of town tournaments. * There are exceptions for Events lasting longer than two days or excessive travel will be subject to approval of the Director of Operations approval. The Director must approve all reasonable expenses above the budgeted amounts.

Typical out of town tournaments per diem examples included - Friday night to Saturday night and Saturday night to Sunday night.

Coaches accepting per diem for gas cost, 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.

Hotels – Receipts are required for all Hotel stay reimbursements.

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.

A limit of \$300 is recommended and will be accepted without prior approval. Any hotel reservations over this amount must be pre approved by the Director of Operations.

Any questions related to the content of this policy or its interpretation should be directed to the Director of Operations.

Purchases Not eligible for reimbursement- Alcohol, tobacco, gambling, entertainment charges (movies, water parks) unless prior approval in writing is granted.