

26. Coach Travel Reimbursement

Head coaches who do **not** have a child registered with OFC and who travel to tournaments or OFC-approved events on behalf of the club may receive reimbursement for mileage, lodging, and meals. Travel must be approved by the Board of Directors prior to the event.

Mileage:

Mileage will be reimbursed at a rate of \$0.50 per mile, or the current OFC-approved mileage rate in effect at the time of travel. Mileage is calculated from the coach's home or designated departure point to the event location and back.

Lodging:

Hotel expenses will be reimbursed at the actual cost, including taxes and fees. Coaches are expected to select reasonably priced accommodations.

Meals:

Meal reimbursement shall follow the State of South Dakota employee meal per diem rates in effect at the time of travel. Per diem meal reimbursement does not require receipts.

Meal	Amount
Breakfast	\$6
Lunch	\$14
Dinner	\$20
Daily Maximum	\$40

Other Situations:

Any reimbursement requests that fall outside of the criteria outlined above may be submitted to the Board of Directors for review and consideration

Submission:

Reimbursement requests must be submitted within 30 days of travel and include the reimbursement form, mileage log, lodging receipts, and event information. Reimbursements require approval by the Treasurer and the President of the Board.