



## MSC Travel Reimbursement Recommendations

It is the intent of these recommendations that travel be discussed between the coach and team before expenses are incurred, and that what constitutes “reasonable expenses” is agreed to by both parties before they are incurred. Travel reimbursement for coaches that are coaching their own children should also be agreed upon but a rate of 50% reimbursement is deemed acceptable.

Where possible, MSC encourages coaches to travel with the team in an effort to reduce the expenses on the team budget.

### **League games**

In the event that a team is involved in a league game that exceeds a 150 mile round trip as measured from Siegel Park, mileage will be reimbursed at 75% of the current IRS approved mileage rate. Distances inside of 75 miles (150 round trip) are considered part of the coaches’ agreement with the team and expenses will not be reimbursed.

In the event that a team is involved in a league game that exceeds 150 mile round trip as measure from Siegel Park, lodging at the game location will be reimbursed. The coach is expected to stay where the team in staying. Only the costs of the overnight accommodation are covered.

Per diem allowance (\$30/per day) shall follow the 8 hour rule. If a coach is going to be away from their residence for more than 8 hours and out of town, per diem will apply. For partial days, coaches will be paid according to the following schedule: Breakfast \$7, Lunch \$8, Dinner \$15. Coaches shall be reimbursed for actual expenses or per diem allowance, whichever is less.

### **Tournaments**

In the event that a team is involved in a tournament more than 350 miles one-way from Siegel Park, the coach will have the option to travel by air. Parking and ground transportation expenses are included in the reimbursable cost of air travel. The coach is expected to make prudent use of the team’s fund when purchasing air travel. Coaches planning to travel by air should discuss needs and budget with the team manager before incurring expenses.

In the event that a team is involved in a tournament less than 350 miles from Siegel Park, the coach is expected to travel by car and will be reimbursed at 75% of the current IRS mileage rate.

Lodging will be reimbursed and the coach is expected to stay where the teams is staying.

Per diem allowance (\$30/per day) shall follow the 8 hour rule. If a coach is going to be away from their residence for more than 8 hours and out of town, per diem will apply. For partial days, coaches will be paid according to the following schedule: Breakfast \$7, Lunch \$8, Dinner \$15. Coaches shall be reimbursed for actual expenses or per diem allowance, whichever is less.

In the event that a coach has more than one team playing in a tournament, the aggregate expenses shall be split equally between the teams attending.