



## **BRYC Elite Academy Travel and Reimbursement Policy**

Participation in Tournaments, State Cup, Region I, and ECNL competition outside the local DMV area (NCSL and ODSL defined travel area) will have occasion to cause BRYC Elite Academy contracted coaches to incur travel expenses. The procedures and policies set forth in this document are designed to serve as a guideline for expense reimbursement/coverage and to take into consideration what is considered reasonable and proper.

With the exception of the specific events (defined below) covered by BRYC Elite Academy, ***all expenses are the responsibility of the Team*** and it is the expectation of the Team manager and Team treasurer to communicate these expenses with the Team Families prior to the expense approved and/or incurred.

### **What is covered by BRYC Elite Academy?**

The club will cover reasonable and proper travel expenses for the following competitions ONLY:

- Boys U13 thru U18/19 ECNL Conference Matches outside the DMV area (NCSL defined travel area)
- Boys U13 thru U14 ECNL Event (Pennsylvania)
- Boys U15 thru U18/19 ECNL Event (Florida)
- Girls U13 thru U18/19 ECNL Conference Matches outside the DMV area (NCSL defined travel area)
- Girls U13 thru U14 ECNL (Greer, SC)
- Girls U15 ECNL (Greer, SC)
- Girls U16 thru U18/19 ECNL (Florida)

**The club WILL NOT cover any expenditures associated with ECNL National Playoffs or Finals.**

In addition, the club will cover reasonable and proper travel expenses incurred by staff coaches for the following PRE-APPROVED travel: ECNL AGM, United Soccer Coaches Convention, and out of state licensing courses. Coaches must receive prior approval for trip from the Travel Soccer Commissioner.

### **Policy & Guidelines**

- A. **Calendar and Budget:** It is the expectation that the BRYC Elite Academy Executive Committee (with input from the DOC's) will prepare and distribute an Annual Calendar. It is the expectation that the Team Treasurer will prepare and distribute, to the team families, the annual Team Budget based upon said Annual Calendar.
1. All expenses must have prior approval from either the Team Manager/Team Treasurer/Travel Commissioner (or designee). Should any conflict arise, the Executive Committee shall intervene and render a decision.
  2. All approved expenses must be in accordance with the Annual Calendar and Team Budget.
  3. All expenses must be reimbursed from each Team's Account.
  4. In the case where a coach is traveling on behalf of multiple teams, for which he/she has primary responsibility, the Team Treasurers are to coordinate the sharing of expenses.
  5. 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 shall have a coach designated to their team. IF the designated coach is an assistant coach with a child on said team, only per diem will be covered as all other travel costs will have otherwise been incurred as a member of the team.

- B. **Payment Methods:** It is expected that coaches will utilize their personal credit cards in reserving and paying for airfare, lodging, and any ground transportation **UNLESS** otherwise agreed upon, in advance of incurring any expense, by the Team Manager or Team Treasurer.
- C. **Expense Report Submittal:** All coach travel expenses must be recorded on the Elite Academy Expense Reimbursement Form (found on the website) with appropriate documentation/receipts. Completed and signed (electronic is acceptable) expense reports must be submitted to the Team Treasurer (or Elite Academy Admin in the case of club covered expenses) for approval and payment. Original (or photocopy of original) receipts **MUST** be submitted with the expense report (except for Meals and Incidentals as noted below).

All expense reports should be submitted no later than 30 days following the event. Any expense reports for a seasonal year submitted after July 31<sup>st</sup> will NOT be reimbursed.

Expense reports that are incorrect, incomplete or include disorganized receipts may be returned to the coach for completion and may result in delay or non-reimbursement of specific items. Disregard for BRYC Elite Academy policy or altering of receipts can result in disciplinary action up to and including immediate dismissal.

- D. **Receipt Requirements:** The following must be provided in order to be reimbursed for any event related airfare/rail, lodging or car related expenditures:

1. Air/Rail – Original passenger receipt
2. Lodging – Hotel Folio (ONLY)
3. Car Rental – credit card receipt or rental agency invoice
4. Tolls/Parking – original receipts

- E. **Air/Rail Travel:** Air and Rail travel reservations should be made in a timely manner as to secure the lowest, logical available fare. Furthermore, ALL Air/Rail travel must be in Coach or Economy Class. Upgrades for air/rail travel are NOT reimbursable. If a coach wishes to upgrade (either for Class or Boarding Priority), it is done at his/her own expense.

*Group Airfare:* If team is purchasing airfare as a group (to maximize savings) and the coach chooses not to be included in the purchase, his/her airfare must NOT exceed the average cost of the player airfare. If it does, the coach is responsible for the excess.

*Baggage/Other Fees:* If the coach incurs baggage fees due to excess weight for equipment, the team will cover the cost. Fees for oversized personal luggage, in-flight wi-fi, headphones and/ or Food and Beverage are NOT reimbursable.

*Airport & Train Station Parking:* When parking at an airport or train station as part of event travel, it is expected that coaches will use the Long-Term or Economy Parking lots.

- F. **Lodging:** It is expected that Tournaments, State Cup, Region I and ECNL events (outside the NCSL and ODSL defined travel area) will involve overnight stays. If chaperones are utilized as the supervisory group, coaches are expected to serve as part of the chaperone team and therefore should stay at the same hotel as the team. All lodging must be “Standard” Room class. Upgrades to Suites, Club-Level rooms and the like are not reimbursable. If a coach wishes to upgrade, it will be done at his/her own expense. Exception: If it is cost effective for 2-3 coaches to be housed in a suite rather than individual hotel rooms, then a suite is permissible. PRIOR APPROVAL FROM BRYC Elite Academy Travel Commissioner is REQUIRED.

Hotel rooms purchased or reimbursed by the club are to be occupied by BRYC Staff ONLY. When possible, BRYC Staff coaches will room in pairs.

*Group Rates/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.

*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/Mini-Bar:* In-room movies and Mini-Bar items are NOT reimbursable.

- G. **Car Rentals:** Coaches may rent a car at their destination IF there is no group transportation available (team bus, carpool/ride share with other coaches) OR when it is less expensive than other transportation modes such as taxi or airport shuttles. Prior approval for the rental of a vehicle must be obtained either by the Team Manager (for team reimbursable events) or the Travel Commissioner (for events reimbursed by BRYC Elite Academy). Coaches Rentals Cars MUST be in either the Compact or Intermediate rental car category.

*Collision Insurance:* Coaches traveling within the continental US should accept the collision insurance offered by rental agencies but should decline all other offered insurances. Should a rental car accident occur, Coaches should immediately contact the Car Rental Company, the Coach's Auto Insurance Carrier, the local authorities (as required), the Director of Coaching, the Travel Commissioner and the Team Manager.

*Rental Car Gas:* Whenever possible, the prepaid gas option should be declined. Gasoline for use in rental cards is reimbursable with proper documentation.

- H. **Use of Personal Automobiles:** It is expected that the primary transportation vehicle used to commute to and from Tournaments, State Cup, Region I and ECNL events (outside the NCSL and ODSL defined travel area) will be the coaches personal automobile. Mileage will NOT be reimbursable for travel within the NCSL, and ODSL areas for regular league.

*Mileage Rate:* For distances greater than 75 each way, mileage is reimbursed at the standard mileage rate as allowed by the Internal Revenue Service for the time period involved. This rate includes the cost of gas, insurance, use, maintenance, and depreciation. Total mileage reimbursement shall NOT exceed 500 miles per event.

Coaches must list on the expense report: (1) Date and purpose of the trip; (2) Locations traveled to/from; and (3) total mileage (not to exceed 500 mi).

*Parking & Tolls:* Parking fees and tolls are additional expenses which will be reimbursed at actual cost. Receipts are required.

*Personal Automobile Insurance:* It is the personal responsibility of the Coach to carry adequate insurance coverage for their protection and for the protection of any passengers.

- I. **Meals & Incidental Expenses:** Coaches will receive a \$35.00 per diem rate for expenses to include breakfast, lunch, dinner, and incidentals (up to and including telecommunications expenses). This rate will be reviewed annually and adjusted accordingly.
- J. **Non-Reimbursable Expenses:** Coaches will NOT be reimbursed for personal expenses, to include, but not limited to, airline club memberships, traffic citations, cost of clothing, personal medical expenses, valet, entertainment, losses of personal property, personal grooming expenses, movies and purchases of alcohol.

Additional costs incurred when a spouse, significant other, domestic partner, friend, or family member accompanies a person on a BRYC Elite Academy approved event are NOT reimbursable.

- K. **Final Authority:** The BRYC Elite Academy Executive Committee reserves the right to decide on all matters pertaining to the Travel Policies; all interpretations of the policies are final.

The Coach is responsible for complying with this Travel Policy. The Team Treasurer is responsible for accurately reviewing, signing and approving Coach expense reports (EXCLUDING events reimbursed directly by BRYC Elite Academy). The Team will reimburse Coaches for all reasonable and necessary expenses while traveling on authorized Team business. The Team assumes no obligation to reimburse Coaches for expenses that are not in compliance with this policy.

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