

Travel Reimbursement Policy & Guidelines:
EMPIRE USA Rochester

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Travel Items	Submission Limits per Event	Submission Spending Cap	Comments	Original Receipts Required	Notes
Team Hotel reservation			<i>Coaches and Team Manager's must use Travel teams USA for ALL team room reservations for Region 1 league games and for all tournaments that do not have pay-to-play hotel requirements</i>	YES	<i>Failure to utilize our travel partner - Travel Teams USA - for hotel reservations could result in forfeiture of reimbursement privileges</i>
Coaches Hotel Room	1 Hotel Room Reimbursement per team	\$125	* Head Coach and Asst Coaches share a room * Mixed gender coaches, 2 rooms will be allowed * Request complimentary coaches rooms when booking team reservations * \$125/night	YES	* TOTAL Amount Includes Taxes, Local fees, etc * Reimbursement does not cover rental days on extended contracts
Rental Car OR Travel Stipend	1 Rental Car Reimbursement per team OR 1 stipend for driving own car	\$40	* Coaches should drive together * Travel with families when possible * Book early, use online travel site for deals & discounts * \$40/day for Car Rental OR \$40/day to coach for driving own car	YES	* Rental for events outside NYW * TOTAL Amount Includes Taxes, Insurance, etc. * Reimbursement does not cover rental days on extended contracts ONE OR the OTHER, but NOT BOTH
Tolls/Parking	1 Tolls/Parking Reimbursement per team	\$20	* Up to limit, with original receipts * No local airport parking * Tolls paid with Receipt * \$20/day Parking	YES	
Fuel Reimbursement	1 Fuel Reimbursement per team		* Requires original receipts for all tournaments and travel outside of NYSW * No reimb. for league and tourn. travel to Buf or Syr * \$50 travel stipend for league play to Cort, Utica, Albany for fuel/ tolls	YES	* Assumptions: 20 mpg, \$4/gal cost of gas, farthest trip on Average 1,000 miles or less *Example: (1) Arlington = 900 miles RT = 45 gals gas * \$4 = \$180 in gas reimb. (2) Geneva OH = 400 miles RT = 20 gals gas * \$4 = \$80 in gas reimb.
Airfare	2 Airfare Reimbursements per team	\$400	*Book early, use online travel site for deals & discounts, last minute booking costs will be coaches responsibility * Airfare consideration for events outside Region 1		* Airfare is not included in original team budget * Coaches must get pre approval with Exect. Director to acknowledge added cost to team budget
Food/Meals	Two Meal stipends per team	\$30	* Per day Stipend (\$30) to Head and Assistant Coaches	NO	* No receipts required

	If you rent a car	you get	Rental Car (\$40/day), Gas Reimburesment, Meals (\$30/day 2 coaches), Tolls, Parking (\$20/day), Hotel (\$125/night)		
	If you drive your own car	you get	Travel Stipend (\$40/day), Gas Reimburesment, Meals (\$30/day 2 coaches), Tolls, Parking (\$20/day), Hotel (\$125/night)		

PLEASE NOTE: No exceptions to expenditures over submission spending cap unless preapproved through Exec. Director and Treasurer