

## **Travel Reimbursement**

Reimbursement requests must be made within one week following the event or they may not be eligible for payment. Requests can be made by submitting online at – please visit the coaches’ page for **Sporting Columbus** at <http://sportingcolumbus/coaches>. Please pay close attention to the hotel, travel and food policies – we will only reimburse for the dollar amounts of each respective item. If there is a situation that requires an expense higher than the stated amount, it must be approved by Jeff Warren prior to payment or it will not be reimbursed.

### **MEALS:**

**Sporting Columbus** shall provide a meal per diem for **any travel** that is more than 50 miles from **your home** as follows:

- \$20 per day for meals for days that have two games (i.e. Saturday games at a tournament)
- \$10 per day for meals for days that have one game (i.e. weekday league games, Sundays without finals, Friday evening games, Monday championship games).

### **TRAVEL:**

**Sporting Columbus** shall provide a gas per diem for driving to tournaments and league games that are more than 50 miles from **your home**.

- \$15/hour (for example, driving to Dayton (roundtrip) takes three hours so the per diem would be \$45).
- Any other reimbursements such as plane travel or rental cars must be approved in advance.

### **HOTEL ROOMS:**

Hotel rates of reimbursement shall be at lessor of the actual cost of the room or \$135/night. Coaches should book hotels six-eight weeks in advance of the event in order to get appropriate rates within the stated policy. **Sporting Columbus** shall reimburse coaches for **tournament** hotel expenses as follows:

- No hotel reimbursement for Friday night if you can reasonably make it to warm-ups for a Saturday morning game by leaving your house by 8:00 am.
- **Sporting Columbus** will cover the cost of a hotel room for Saturday night for tournament games that are not in Columbus and commuting Sunday morning is not reasonable.
- **Sporting Columbus** will cover the cost of a hotel room for Sunday night for tournament games that are not in Columbus and commuting Monday morning is not reasonable.
- Any other hotel reimbursements must be approved in advance by your **Sporting Columbus** director.
- If the event requires a two day stay (regardless of what time the games are), please contact Jeffrey Warren prior to making your reservation as we may be able to have that requirement waived.