



**Reimbursement of Expenses:** DLSC will pay or reimburse the Coach for pre-approved travel/food/lodging expenses in accordance with the following:

- a. DLSC will reimburse the Coach for lodging expenses for all games and tournaments played more than one hundred (100) miles from DLSC fields, having an address of Road 105 D, Davis, CA 95618. All lodging reservations must be made by the Coach at least fourteen (14) days prior to the game or tournament.
- b. DLSC will reimburse the Coach at a mileage rate of \$0.56 per mile for all games and tournaments that are played more than sixty (60) miles from the DLSC fields, having an address of Road 105 D, Davis, CA 95618, and where the Coach uses his/her personal automobile.
- c. DLSC will reimburse the Coach for airline, hotel and auto rental transportation expenses for scheduled games or tournaments, which are to be played more than two hundred and fifty (250) miles from the DLSC fields, having an address of Road 105 D, Davis, CA 95618. Airline transportation expenses are limited to coach seating. In order that the lowest possible rates are obtained, the Coach shall make all reservations at least twenty-eight (28) days in advance of air travel, hotel and auto rental needs. The Coach agrees to be reasonably flexible with travel times in order to secure lowest fares. When booking a seat on a flight contractor shall select the cheapest ticket option on the flight. Auto rental expenses are limited to an economy size vehicle from the date/time of airline arrival to the date/time of airline departure. Discount rates should be secured, wherever possible.
- d. DLSC will pay the Coach a per diem for meals of \$41.00 per day for all tournaments and games on days when the team plays and when an overnight accommodation is necessary. Per Diem for non-playing travel days for all tournaments will be paid at \$20.50 per day.
- e. DLSC will reimburse the Coach for any bridge tolls or parking fees incurred as part of travel to any game(s).
- f. DLSC will reimburse the Coach for airport parking fees. When parking at the airport the Coach shall limit parking to the daily lot.
- g. For ECNL travel events, the Coach shall book the flights pre-selected by DLSC, stay in the hotel arranged by DLSC, and shall utilize the vehicle transportation arranged by DLSC.
- h. The Coach shall submit receipts to DLSC for all reimbursable expenses within thirty (30) days of incurring charges.
- i. The Coach shall not receive any other reimbursement of expenses from DLSC, or deviate from the requirements of A-H above, unless the DLSC Director of Administration and Finance approves such reimbursement or deviation.
- j. Reimbursement amounts will be included in the Coach's monthly pay. Reimbursement for travel related expenses shall not be subject to employment related payroll taxes.