



## Davis Legacy Soccer Club Travel Reimbursement Rules

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

- a. DLSC will reimburse the Employee/Coach for all tournament matches that are played more than one hundred (100) miles from DLSC fields, having an address of Road 105 D, Davis, CA 95618. The Employee/Coach must make All lodging reservations at least fourteen (14) days before the game or tournament.
- b. DLSC will reimburse the Employee/Coach at a mileage rate of \$0.67 per mile for all away games and tournaments that are played at any location other than DLSC fields, having an address of 26345 County Road 105D, Davis, CA 95618, and where the Employee/Coach uses his/her automobile. The mileage for all away games shall be netted against the round-trip mileage for the Employee/Coach to drive from home to the DLSC fields.
- c. DLSC will reimburse the Employee/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 County Road 105D, Davis, CA 95618. Airline transportation expenses are limited to coach seating. So that the lowest possible rates are obtained, the Employee/Coach shall make all reservations at least twenty-eight (28) days in advance of air travel, hotel, and auto rental needs. The Employee/Coach agrees to be reasonably flexible with travel times to secure the lowest fares. When booking a seat on a flight, the Employee/Coach shall select the cheapest ticket option for 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. Deviations from these requirements require written approval from the Director of Administration and Finance.
- d. DLSC will pay the Employee/Coach a per diem for meals and incidentals of \$69.00 per day for all tournaments and games on days when the team plays and when overnight accommodation is necessary. Per Diem for non-playing travel days for all tournaments and games will be paid at \$34.50 per day. The per diem rate covers the cost of breakfast, lunch, dinner, and incidentals. Receipts do not need to be submitted to collect your per diem.
- e. DLSC will reimburse the Employee/Coach for any bridge tolls or parking fees incurred while traveling to any game(s). Receipts do not need to be submitted for bridge tolls.
- f. DLSC will reimburse the Employee/Coach for airport parking fees. When parking at the airport, the Employee/Coach shall limit parking to the daily lot. Receipts are required for all parking reimbursements.
- g. For ECNL travel events, the Employee/Coach shall book the flights pre-selected by DLSC, stay in the hotel arranged by DLSC, and utilize the vehicle transportation arranged by DLSC. DLSC reserves the right to book all Employee/Coach travel, including car rentals, hotels, and flights for ECNL trips, on behalf of the Employee/Coach.
- h. The Employee/Coach shall submit receipts to DLSC for all reimbursable expenses within thirty (30) days of incurring charges unless otherwise noted within this section.
- i. The Employee/Coach shall not receive any other expense reimbursement from DLSC or deviate from the requirements of A-H above unless the DLSC Director of Administration and Finance approves such reimbursement or deviation in writing.
- j. Reimbursement amounts will generally be processed twice each month. The first will be on or before the 10<sup>th</sup> of the month, and the second shall be included in the Employee's/Coach's monthly pay received on or before the 26<sup>th</sup> of each month. Reimbursement for travel-related expenses shall not be subject to employment-related payroll taxes.