



BV United

Coach Travel & Expense Policy

Effective August 1, 2017

This policy is to ensure that the Club is in compliance with 1099 reporting and tax compliance under its 501(c)3 status with the IRS and also to provide consistency across BVU with regards to what costs are to be covered by the team for the coaches when teams travel.

Airfare

If the team is traveling to and from a tournament or showcase that is 8+ hours* one way by car, the coach can choose to fly and it is the responsibility of the team to cover the cost of the flights; the team or coach should purchase the ticket with the most reasonable fare based on dates and times needed.

The coach is not required to take the least expensive flight if it does not work with his/her schedule (full time work, other team commitments, family commitment, etc.). However, whenever possible the coach should try to accommodate the least expensive flights.

Rental Car

If a coach flies to a tournament or showcase (based on the criteria above), the team is responsible for his/her cost of a rental car.

Other players/parents who also have a rental car should offer to have the coach in one of their cars and charge the coach's portion back to the team.

- Example: rental car cost \$100, 4 passengers = \$25 per passenger, \$25 charged back to team.

If there is no room for the coach and he/she needs their own car, the team is responsible for the total cost of the rental car including fuel.

If the coach has the opportunity but declines to share a rental car with others, only the cost that would have been incurred in a shared car is the responsibility of the team.

- Example: coach's own rental car cost \$100, but coach could have ridden in the same car above but declined, team only pays \$25 of rental car, coach responsible for \$75). No fuel is paid or reimbursed in this case.

Bus Travel

If the team travels by bus to and from a tournament or showcase, the coach is expected to travel on the bus with the team. His/her cost should be equal to the players or per person on the bus (however the team calculates the cost) and charged back to the team.

Car Per Diem

- Travel to a tournament or showcase that is less than 2 hours* one way by car (i.e. Rochester, Eau Claire) - \$0
- Travel to a tournament or showcase that is 2-5 hours* one way by car (i.e. Des Moines, Duluth, Madison) - \$100 (total for entire trip – NOT each way)
- Travel to a tournament or showcase that is 5+ hours* one way by car (i.e. KC, Rockford, Omaha) - \$200 (total for entire trip – NOT each way)

Car per diem should be paid to the coach prior to the team traveling.

If the coach rides with a parent/family or another coach traveling to the same tournament, the coach does not receive the car per diem. Nor should the parent/family/coach driving receive any compensation (other than their own coach per diem for the coach driving) or charge the team for driving the coach.

*Time is calculated from coach's home to hotel. Road construction and traffic should be excluded from travel time and travel time should be determined in advance of trip using google maps. Google maps will be the back up for car per diem paid.

Hotel

The team is responsible for the hotel room from the night before the team's first game through the night before their last game and any nights in between. The coach is responsible for any expenses charged to the room (internet, meals, movies, mini bar charges, etc.) other than room rate and taxes, unless other fees are required (i.e. parking, resort fees, etc.).

Meal Per Diem

Teams are responsible for a \$35 per hotel night stay for meals. **The meal per diem should be paid to the coach prior to the team traveling.**

If a parent offers to pay a coach bill for a meal that he or she may have with the group that is not a team meal, the amount should not be charged back to the team, nor should the coach be expected to return any part of his or her per diem.

Multiple Coaches

If a team has more than one coach, the team is only obligated to pay for the equivalent of one coach's expenses: one hotel room (per night as described above), one airfare, or car per diem and one meal per diem (per hotel night). The manager can split the expenses or pay for one coach and the coaches can work it out amongst themselves.

Shared Coaches

If more than one team has the same coach at a tournament the teams split the cost of one coach equally. One team should pay all the coach's expenses and per diems as described above and the other team(s) pay that team. This results in only one report being filed with the club for that particular tournament.

Receipts

Per IRS rules, **ALL** receipts must be retained for any payments made on a coach's behalf or reimbursed to a coach. If a coach purchases airfare or pays for his/her hotel room, he/she must turn in the receipt in order to be reimbursed by the team – **NO EXCEPTIONS.**

Reporting

The person in charge of team finances is responsible for reporting coach expenses to the Club using the Coach Travel & Expense Form.

At the end of the season or calendar year, whichever is sooner (July or Dec), the above information, along with all of the receipts (scanned or original), must be emailed to the club's treasurer at treasurer@bvunited.org or mailed to: BV United P.O. Box 1394 Burnsville, MN 55337.