



DEVELOPING CHAMPIONS FOR LIFE!

Travel Soccer Paid Coach Travel Reimbursement Policy

Loudoun Soccer employs professional coaches and trainers as staff or subcontractors. Because the Club must report all wages, tips, and other compensation paid to an employee or subcontractor to the IRS, Loudoun Soccer teams and parents are prohibited from paying any coach or trainer directly for services beyond those specified herein.

Extra sessions beyond those scheduled in any season must be booked and paid for through the Club. Please contact tpm@loudounsoccer.com for information.

While teams are generally forbidden to make direct payments to the coach there are exceptions, which are enumerated below:

Hotel Expenses

Loudoun Soccer paid coaches are expected to stay in the same hotel, or a hotel of comparable cost, as their team. The team will reimburse the coach for the cost of the hotel room. The team will not reimburse the coach for miscellaneous personal charges.

Meal Expenses

When a paid Loudoun Soccer coach is attending a team tournament, Virginia National Championship Series, or League game outside the Baltimore, Winchester and Fredericksburg radius, the meal expense is limited to a maximum of \$50 per day, including taxes and tips. For international travel, the meal expense is limited to an amount considered reasonable and customary for each particular location, and should be agreed upon prior to travel. Daily limits cannot be rolled over to the next day.

Personal Vehicle Use for Travel

Loudoun Soccer paid coaches traveling to a team tournament, Virginia National Championship Series, or League game outside of the Baltimore, Winchester and Fredericksburg radius are eligible for vehicle or travel expense reimbursement. The team will reimburse the coach for the total miles driven in a personal vehicle at the IRS-standard mileage rates for the year. Road, bridge and tunnel tolls as well as parking fees will be reimbursed by the team provided receipts are submitted. Fuel, maintenance, and insurance costs will not be reimbursed when a personal auto is used for these purposes; these costs are included as components of the standard mileage rate.

Loudoun Soccer is not responsible for damages to a coach's personal vehicle during such trips. Note: In the case of Club-sponsored bus trips, coaches are required to travel with the team to reduce travel expenses.

Airline Travel

When travelling by air, a coach is expected to book his/her ticket in coach/economy class. While the team will reimburse the coach for the price of the airline ticket, if the coach makes adjustments to his/her flight schedule for personal reasons and additional fees are incurred, the team will not reimburse the coach for the additional fees. If the coach prefers to travel to a distant tournament (e.g., Disney) by alternate means, the coach may request the cost of the airline ticket (at the lowest available fare) be paid to him/her directly, these funds to be applied to travel and meals during the trip.

Rental Car

If the team has traveled by air to a tournament, the coach may be reimbursed for a rental car. When renting a car, the coach should select a mid-size car, unless he/she will be transporting more than two individuals during the time of the tournament, at which time a full size rental is permissible.

Coaches must submit travel reimbursement forms and all receipts to the Team Treasurer within 15 days of completing the trip. Original receipts should be provided where available.