



## **Tahoma Lacrosse Club Coach Travel Policy**

**Adopted by the Board September 11, 2024**

The purpose of this policy is to outline the travel arrangements and reimbursement guidelines for coaches who do not have players and need to attend tournaments or other club-related events.

### **Eligibility**

This policy applies to coaches who meet both of the following criteria:

- Are officially appointed by the club for a tournament or have a signed coaching contract.
- Do not have any players in the club and would not be attending the event otherwise.

### **Travel Arrangements**

#### **1. Hotel Accommodations:**

- The club will cover one of the two options outlined below:
  1. Provide a stipend to cover hotel expenses based on the average rate in the city where the tournament takes place as determined by the club (double occupancy, standard room).
  2. Book a hotel room reservation for the coach that the club will directly pay for.
    - If club coaches are sharing a room the club will only cover one hotel room cost.
    - Hotel accommodations will be covered for check in the night before the tournament begins and check out the day the tournament ends.
    - Room sharing where possible for alumni coaches.

#### **2. Gas Mileage Reimbursement:**

- Mileage will be reimbursed for coaches traveling to tournaments located more than 60 miles from the club's location, (for the driver only).

- The reimbursement rate will be the current annual standard mileage rate for charities (listed on the IRS website) plus .20 per mile.
- Round-trip mileage calculated from Maple Valley, WA to the destination and then back to Maple Valley, WA.
- Please submit the completed TLAX mileage reimbursement form to the Treasurer: treasurer@tahomalax.org

## **Responsibilities**

### **1. Coaches:**

- Coaches are responsible for any expenses beyond the stipend amount. Coaches are also responsible for food and any incidental expenses. Coaches are encouraged to check their personal medical coverage outside of the state/nation when traveling.
- Submit any required receipts and complete the mileage form after the trip promptly to the Treasurer for reimbursement.

### **2. Club Administration:**

- The club will process reimbursements promptly upon receiving the necessary documentation after the trip is completed.
- The club may adjust the stipend rates periodically based on budget considerations.