



COACH TRAVEL REIMBURSEMENT FORM

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a. PO Box 212842, Chula Vista, CA 91921

City SC is a 501(c)(3) non-profit organisation

PLEASE FILL IN **ALL FIELDS** BELOW USING **ADOBE READER** TO GAIN CORRECT TOTAL REIMBURSEMENT VALUE

DATE TEAM COACH NAME

TRAVEL DATE REASON FOR TRAVEL
(league game, tournament, showcase)

NO. OF DAYS
(daily per diem = \$69)

FULL DAY PER DIEM TOTAL

NO. OF HALF DAYS
(half day per diem = \$51.75)

HALF DAY PER DIEM TOTAL

--- see instructions on next page for calculating per diem ---

*TOTAL NO. OF MILES
(67 cents per mile)

MILEAGE TOTAL

*To calculate mileage use the appropriate location below on Google Maps as a start & end point:
I-5 North: San Clemente Border Station
I-15 North: Temecula Border Station
I-8 East: Descanso

HOTEL TOTAL

AIRFARE TOTAL

RENTAL CAR TOTAL

PARKING

OTHER EXPENSES

TOTAL REIMBURSED

DATE OF REIMBURSEMENT

REIMBURSEMENT METHOD
(by check [include check #], venmo, cash, etc)

COACH'S SIGNATURE: _____



CALCULATING COACH TRAVEL REIMBURSEMENTS

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► PARKING

COACHES SHOULD ALWAYS BE REIMBURSED FOR PARKING FEES. (YOU DO NOT NEED TO FILL OUT THE TRAVEL REIMBURSEMENT FORM IF THE ONLY EXPENSE YOU ARE REIMBURSING IS PARKING.)

► MILEAGE

COACHES SHOULD BE REIMBURSED FOR MILEAGE COSTS WHEN COMMUTING OUTSIDE OF SAN DIEGO COUNTY FOR GAMES. MILEAGE IS CALCULATED FROM THE SD COUNTY LINE TO YOUR FIELD AND BACK.

► PER DIEM

COACHES ONLY RECEIVE PER-DIEM WHEN TRAVELING OUTSIDE OF SAN DIEGO COUNTY UNDER THE FOLLOWING CONDITIONS:

A) COACHING MORE THAN ONE GAME IN A DAY

OR

B) THE DISTANCE TRAVELED AND FORMAT OF THE EVENT NECESSITATE AN OVERNIGHT STAY, REGARDLESS OF NUMBER OF GAMES PER DAY.

► HALF DAY PER DIEM VS. FULL DAY PER DIEM

A) TEAM HAS 2 OUT OF COUNTY GAMES IN ONE DAY, BUT IS DRIVING UP AND BACK THE SAME DAY = HALF DAY PER DIEM

B) DISTANCE TRAVELED FOR GAME(S) NECESSITATES AN OVERNIGHT STAY= FULL DAY PER DIEM FOR EACH DAY ON THE FIELD REGARDLESS OF NUMBER OF GAMES PER DAY.

C) ANY DAY THAT THE COACH TRAVELS BUT DOES NOT COACH (I.E. DRIVE TO VEGAS FRIDAY NIGHT BEFORE SATURDAY GAME), FRIDAY TRAVEL DAY= HALF DAY PER DIEM.

PER DIEM RATES ARE LISTED ON THE COACH TRAVEL REIMBURSEMENT FORM AND INCLUDE PARKING AND COST FOR MEALS & INCIDENTAL EXPENSES FOR THE DAY.

► HOTELS AND MISC. TRAVEL EXPENSES

WHEN TRAVELING FOR GAMES NECESSITATES AN OVERNIGHT STAY, THE TEAM COVERS THE COST OF COACH MILEAGE OR AIRFARE, HOTEL, PER DIEM AND ANY REQUIRED MISC. EXPENSES.

IF THE TEAM IS NOT TRAVELING/MAKING RESERVATIONS AS A GROUP, RATES FOR COACH ACCOMMODATIONS, AIRFARE, RENTAL CARS, ETC. SHOULD BE COMPETITIVE AND COMPARABLE TO RATES SECURED BY THE TEAM.

► REIMBURSEMENTS WITH MULTIPLE TEAMS PLAYING OUT OF TOWN

IF COACH HAS MORE THAN ONE TEAM PLAYING OUTSIDE THE COUNTY ON THE SAME DAY, THE TEAMS SPLIT THE COST OF ALL COACH TRAVEL REIMBURSEMENTS.