



Coach's Travel Reimbursement Policy

(updated 3/3/17)

Coaches will be reimbursed for league and tournament expenses per the following schedule:

Home League Games, Scrimmages or Junior Academy Friendly Matches:

No reimbursement. Home games include all games within a 50 mile radius of Columbia (incl. Lexington, Swansea, Chapin, NE Columbia, etc.).

Away League Games, Scrimmages* or Junior Academy Friendly Matches:

Food Allowance - \$15 per day (one scheduled game) or \$20 per day (two scheduled games)

Mileage Allowance – approximately \$0.45 per mile (See chart below) – DO NOT PAY ACTUAL MILEAGE!

Premier League Game Weekends where overnight stay is required:

Food Allowance - \$60 per weekend event for two scheduled games (Sat. and Sun.); \$15 for single away game (Greenville, Mt. Pleasant, Myrtle Beach, etc.). No food allowance if games are played in the greater Columbia area.

Mileage Allowance – use chart below. Hotel to be paid by team fees.

Home Tournaments:

Food Allowance – May eat at SCUFC Concession Stand during tournament (burger or hot dog)

Mileage Allowance – None

Away Tournaments where overnight stay is not required: (i.e. Greenville, Aiken)

Food Allowance - \$20 per day

Mileage Allowance – approximately \$0.45 per mile (See chart below)

Away Tournaments where overnight stay is required:

Food Allowance - \$40 per day (3 meals)

Mileage Allowance – approximately \$0.45 per mile (See chart below)

Hotel Room Allowance – Either the Team Manager will pick up the room charge or the coach will be reimbursed for the room charge. Coaches will be reimbursed for ONLY the standard double room rate plus tax. Any extra expenses, i.e. phone calls, room service, movie rental, hot tub, oceanfront room, etc., will be paid for by the coach.

Mileage Allowance for Frequently Traveled Cities		
City	App. Round Trip Mileage	Mileage Allowance*
SOUTH CAROLINA		
Aiken, SC	120 miles	\$55
Anderson, SC	260 miles	\$120
Beaufort, SC	275 miles	\$125
Charleston, SC	240 miles	\$110
Clemson, SC	250 miles	\$115
Florence, SC	180 miles	\$85
Greenville/Greer, SC (MeSA)	180 miles	\$85
Greenwood, SC	170 miles	\$80
Hampton, SC	175 miles	\$80
Hardeeville, SC	290 miles	\$130
Hartsville, SC	140 miles	\$65
Hilton Head, SC	330 miles	\$150
Myrtle Beach, SC	310 miles	\$140

NOTE:
Coaches are not reimbursed for actual Mileage!

Rock Hill, SC	180 miles	\$85
Spartanburg, SC	170 miles	\$80
Summerville, SC	200 miles	\$90
Sumter, SC	124 miles	\$55
Walterboro, SC	190 miles	\$90
NORTH CAROLINA		
Asheville, NC	320 miles	\$145
Charlotte, NC	200 miles	\$90
Greensboro, NC (Bryan Park)	370 miles	\$170
Mooresville, NC (Lake Norman)	240 miles	\$110
Raleigh, NC	465 miles	\$210
Winston-Salem, NC (BB&T)	360 miles	\$165
GEORGIA		
Atlanta, GA	430 miles	\$200
Athens, GA	350 miles	\$160
Augusta, GA (Evans, GA)	160 miles	\$80
Hampton, GA (Lovejoy/Henry Co.)	500 miles	\$225
Savannah, GA	330 miles	\$150
Statesboro, GA	300 miles	\$135
OTHER STATES		
Chattanooga, TN	660 miles	\$297
Franklin, TN	940 miles	\$425
Gatlinburg, TN	460 miles	\$207
Knoxville, TN	560 miles	\$252
Nashville, TN (Williams Co.)	890 miles	\$400
Auburndale, FL (Lake Myrtle)	960 miles	\$430
Orlando, FL (Disney)	860 miles	\$400
Jacksonville, FL	580 miles	\$265
Richmond, VA (Jefferson)	740 miles	\$335
Birmingham, AL (Vulcan)	720 miles	\$325
Decatur, AL (Jack Allen Park)	882 miles	\$400
Note: If traveling daily to tournament, multiply by no. days traveled		

Note: To help reduce team costs, coaches will adhere to the following guidelines:

- **A team will only pay mileage, room and meal expenses for one coach.** This will normally be the coach listed first on the team roster. The primary coach will be responsible for reimbursing the secondary coach for any expenses.
- Coaches will normally be expected to travel daily to tournaments and/or away games that are 100 miles or less from Columbia. Exceptions may be made for early morning game starts.
- Whenever possible, coaches will travel together and room together. Mileage will only be paid to one coach driving his vehicle. Teams will equally share hotel room allowance, mileage and food allowance if a coach is traveling with 2 teams.
- Coaches will minimize the nights spent in hotels. I.e. starting game times will be considered before automatically assuming 2 nights for tournaments that are more than 100 miles from Columbia.
- *Reimbursement for Away Scrimmages will be limited to 2 per season. A coach may schedule more than 2 away scrimmages, however, he/she will only receive reimbursement for expenses for 2 scrimmages per season.

Coaching 2 teams and travel expenses

Questions have arisen about paying coaching travel expenses when a coach has 2 teams that play games on the same day.

No matter whether it is a league game, tournament, state cup, or any other travel event, the teams will share the expense of the coach. This includes splitting mileage expense, hotel expense and meal reimbursement expense.

It is important for you to communicate with the team manager of the coach’s other team to discuss and handle the sharing of the coaching expenses.

In the event the coach has venues that are more than 20 miles apart (1-way), the teams should calculate the additional mileage and share the expense of round-trip travel to the other venue. For example, teams that participate in Atlanta Cup could be playing at venues that are quite far apart. In this event, the team managers will work together to determine if the mileage to travel between the 2 venues is greater than 20 miles and then determine the additional mileage reimbursement that will be paid to the coach and split that evenly between the 2 teams.

Example: Coach X coaches both the Team A and the Team B. Both teams are participating in the Atlanta Cup tournament and the venues are 26.58 miles apart (1-way). The 2 teams would pay split the cost of standard round-trip mileage to Atlanta (\$200) and add in the following:

27 miles x 2 (round-trip) =54 miles
 54 miles x 2 days = 108 miles
 108 miles x \$0.45 per mile = \$48.60

Each team would pay half of \$48.60 or \$24.30 in additional mileage.

		<u>Budget</u>	<u>Split Cost</u>	<u>Actual Cost</u>
Atlanta Cup, September 3-5, 2011, Atlanta, GA				
Team Registration		\$ 550.00	\$ 550.00	
Coach’s Mileage	430	\$ 193.50	\$ 96.75	
Cross Venue Mileage	108	\$ 48.60	\$ 24.30	
Coach’s Meals per Diem	2	\$ 80.00	\$ 40.00	
Coach’s Lodging	2	\$ 250.00	\$ 125.00	
			\$ 836.05	\$ -

For League games, the same rules apply.

Example: Team A has games in Greenville at the MeSA Complex on Saturday. Team B is also playing in Greenville later that day but at the Herdklotz complex. It is 14.4 miles between the 2 complexes, so no cross-venue mileage reimbursement would be calculated. The 2 teams would split the mileage and meal expense for the day.

Mileage to Greenville (180 round-trip)	\$ 85.00
Meal reimbursement	<u>\$ 20.00</u>
Total	\$105.00 (\$52.50 per team)

Assistant Coaches

Assistant coaches are not paid for travel expenses or meal expenses, unless they are the only coach traveling with the team. For example, Head Coach X becomes ill and cannot travel to Greenville to coach a game. Assistant Coach Y travels and coaches the team. Assistant Coach Y receives the payment for travel expense for that day.

If an Assistant Coach travels with the Head Coach for league games and/or tournaments, the Head Coach is responsible for any reimbursement to the Assistant Coach. Normally the 2 coaches will share a hotel room and ride together in the same vehicle.