

General Guidelines

- The purpose of this policy is to establish consistent and reasonable guidelines for the reimbursement of ordinary, necessary and reasonable travel expenses for
 - Salaried coaches attending out-of-town swim meets in which 5 or more Dayton Raider swimmers are competing, and
 - Other travel activities, expense, or purchases related to the successful operation of the Dayton Raiders swim team.
- For those activities not described in this policy, or not meeting the criteria above, the Dayton Raiders Board will review and determine if reimbursement is warranted.
- Expense reimbursement for non-salaried coaches needs approval by Treasurer and at least one other board member.
- Under this policy employees are expected to neither lose nor gain financially.

Approval and Reimbursement Process

- All expenses require receipts for reimbursement. Expenses without receipts, or proof of charge on a credit card bill, will not be reimbursed.
- For food and gas purchases, the Treasurer will often issue Scrip cards in advance of travel. Before subsequent Scrip cards are issued to the same coach, receipts must be reconciled against previously issued Scrip cards. So, receipts are always required.
- An expense report must be submitted within 30 days of the date on which the expense was incurred, in order to be reimbursed.
- The Dayton Raiders Treasurer will review all expense reports and provide approval and payment for expenses covered by this policy.
- The Treasurer will make every effort to distribute reimbursement checks in a timely manner. At a minimum, s/he will issue checks on the last day of each month for any expense reports received by the 25th of that month.
- The Board has provided an Expense Report template and Purchase Requisition template for use, available on the Dayton Raiders website.

Travel Expenses Covered by this Policy

- No travel (i.e. food, hotel, gas) expenses will be reimbursed for swim meets in the Dayton area. This includes meets at WTRC, KCST, Trotwood-Madison, and WSU.
- The Dayton Raiders swim team does not prepay swimmers for their travel expenses to out-of-town meets, nor should its coaches pay for swimmers.

Hotel Accommodations

Coaches will be reimbursed for overnight accommodations provided at good quality, moderately priced hotels and motels, when *all* of the following circumstances are met:

- Travel is for a swim meet in which 5 or more Dayton Raider swimmers are competing, unless otherwise pre-approved by the Board.
- Swim meet locations in Toledo or Cleveland metropolitan areas, or outside of Ohio.

- Swim meet locations in the Oxford, Cincinnati (including Mason), or Columbus metropolitan areas, *and* when a coach is required to work *both* AM and PM shifts on consecutive days.

Use of in-room telephones and mini-bars is not reimbursable.

Mileage

In most cases, the Treasurer will issue Scrip cards for gasoline purchase, in advance of out-of-town swim meets. S/he will use her best judgment as to dollar amounts based on expected distance traveled to and from a swim meet.

If, for some reason, coaches are not issued Scrip cards in advance, they will be reimbursed at a rate of 35 cents per mile for use of their personal automobiles in travel to and from swim meets outside of the Dayton metropolitan area (i.e. beyond WTRC, KCST, Trotwood-Madison, WSU.)

No receipts are required for mileage reimbursement, unless Scrip cards are used.

Meals

In most cases, the Treasurer will issue Scrip cards for meals at out-of-town swim meets. The Scrip card amount is currently set at a per diem of \$30 per day for swim meets meeting one of the following circumstances:

- Outside the Dayton area (i.e. beyond WTRC, KCST, Trotwood-Madison, WSU), or
- In the Dayton area and the coach is required to work *both* AM and PM sessions.

If, for some reason, coaches are not issued Scrip cards in advance, they will be reimbursed for meals up to a total amount of \$30 per day. Receipts are required for each meal.

Airfare and Rental Cars

All airfare (actual dollar amounts or estimates) must be pre-approved by the Treasurer and President of the Board prior to booking.

Rental cars are only reimbursable when:

- Used for trips requiring airfare, *or*
- When use of a rental car is less expense to the swim team than use of a personal automobile.

If rental cars are used, travelers are advised to sign up for insurance on the automobile. The Dayton Raiders carries no travel insurance policy.

Other Expenses Covered by this Policy

- Other expenses covered by this Policy apply only to the Head Coach and Head Age Group Coach.
- These expenses relate to the successful operation of the swim team, including but not limited to: Web site costs, phone calls, and instructional video or equipment purchases.
- For any such purchases, coaches are required to submit the Purchase Requisition form approved by the board. All such non-travel expenses will require approval by the Treasurer. Any such non-travel expense greater than \$100 will require additional approval by the President of the Board – prior to the coaches making the purchase.