

WAAC Coach Travel Policy

Background:

WAAC coaches travel with the team to coach and mentor swimmers during meets. This policy will allow fair and consistent payment of travel expenses

When are Travel Expenses Paid by WAAC

The WAAC head coach is responsible to assign coaches to travel. When a coach is assigned by the head coach to travel then his or her travel expenses will be paid by the WAAC as described in this policy.

Mileage

Coaches will be reimbursed for travel for travel to meets located away from the WASD High School. Coaches will be paid the current IRS standard mileage rate, \$0.54 for 2016, as measured by the distance from WASD High School to the meet location. Incidental mileage around the meet will also be reimbursed for overnight trips. Reference distances:

WVU: 76 miles

Bethel Park: 19 miles

West Mifflin: 26 miles

Pine Richland: 32 miles

Meals

For meets where overnight stays are required coaches may reimburse reasonable meal expenses for breakfast and dinner the night of the hotel stay. Coaches should strive to keep breakfast meals below \$10 and dinner meals below \$20 but higher amounts may be reimbursed with head coach and WAAC treasurer approval. Meal expenses should be for the coach only. Meal expenses for family members or swimmers will not be reimbursed. Alcohol expenses will not be reimbursed.

For meets where the coach is at the morning and afternoon sessions a \$10 lunch allowance will be given, regardless of food availability in a "coach's room" at the meet. This will also apply to meets hosted by WAAC.

Lodging

Reasonable lodging expenses will be reimbursed by WAAC. Coaches should use discretion when choosing hotels to minimize expenses. Hotel incidentals (movies on demand, room service, mini-bar, etc) will not be reimbursed except as allowed under the Meal section.

Incidentals

Reasonable incidental expenses will be reimbursed, including parking, tolls, heat sheets, meet admission fees, etc.

Club Credit Card

The head coach may have access to a WAAC organization credit card. The card should be used only for travel except as approved by the board in normal circumstances. In urgent cases the head coach may use the credit card for non-travel club expenses without prior board approval but should immediately notify the WAAC president and treasurer. The head coach should keep all receipts. In the event that the card is used for non-WAAC expenses by accident a check should be given to the WAAC treasurer along with receipts identifying the non-WAAC expense.

Receipts

Receipts are not required for mileage. Receipts are required for all expenses over \$25.00. If a receipt is lost the coach should submit a note describing the expense. All lodging receipts are required. If a lodging receipt is lost the coach should contact the hotel to request a duplicate copy. If a hotel receipt is lost and cannot be duplicated the expense may be paid with head coach and WAAC treasurer approval and with board notification at the following board meeting.

Expense Reports

Expense reports should be completed by coaches requesting reimbursement or documenting expenses charged to the club credit card. Reimbursement requests should be approved by the head coach and the treasurer. Coaches are expected to act with honesty and integrity when completing expense reimbursement requests.

For travel to meets without overnight expenses coaches may submit mileage and lunch expenses as part of their timesheet.

Parent Coach

If a coach is also a parent of a swimmer participating in a meet the coach and the head coach should agree before the meet what portion of the expenses will be paid by the club and what portion are the responsibility of the coach. The decision regarding travel expense allocations should be communicated to the WAAC president and treasurer BEFORE the travel occurs. Failure to do so may result in expenses not being reimbursed.

Hourly Pay while traveling

Coaches are paid for time coaching poolside. Coaches are not paid for travel time or time away from the pool while away unless they are working on WAAC responsibilities.