**Helena Lions Swim Team**

**#401**

**TRAVEL REIMBURSEMENT POLICY**

**Purpose:** HLST realizes that in order to offer optimal experiences to our swimmers, travel by the members and coaches to areas away from Helena may sometimes be required. This policy defines the club’s commitment to providing resources to facilitate these opportunities.

1. Coaches are expected to be financially responsible to the team and minimize expenses. Coaches will communicate with the board regarding out-of-state meet travel and expenses prior to travel.
2. HLST will send at least one coach to each “team designated swim meet\*” for which there are at least 10 swimmers registered; up to the level of the MT State Championship Meet.
3. HLST will fund transportation (by most economical means possible), lodging and meals according to the travel reimbursement policy to send one coach to Age Group Sectionals and Senior Sections Meets if the team has swimmer(s) attending. If the coach believes attendance at an out-of-state invitational meet (i.e. Husky Invitational Meet) would be beneficial, he/she must have preapproval from the board in order to obtain travel reimbursement.
4. HLST will support the salary and contribute to expenses for a coach to attend National level meets to the extent possible according to the current operating budget of the team.
5. Coaches are not to transport swimmers in their personal vehicle, without permission.
6. Coaches who submit a completed Coaches Travel Reimbursement Form with necessary receipts within 60 days to the treasure will received authorized reimbursement for mileage, meals and lodging as outlined in the HLST Travel Reimbursement Procedure and Guidelines.
7. HLST will not be responsible for coach expenses incurred at non-designated swim meets.

\*“team designated swim meet” – those meets identified by the Head Coach as being beneficial for some or all of our swimmers to attend

**Travel Reimbursement Procedure**

Coaches’ Fiscal Responsibility include:

1. Sharing rooms or carpooling when possible as long as not in violation of Team Travel Policy (102)
2. Coaches should submit a completed Travel Reimbursement Form for Coaches with necessary receipts within 60 days to the treasure for reimbursement. (See Form 401-A)
3. Attendance at out-of-state meets by assistance coaches must be preauthorized by the board or board designee.

Stipend for Meet Attendance

1. Assistance Coach will be paid the predetermined meet stipend for the meet rather than their hourly rate.

Transportation

1. Personal Vehicles – When a coach uses his/her personal vehicle for transportation to/from a Team Meet of Team Event, they are eligible as outlined below to receive mileage reimbursement according to the current IRS Employee Federal mileage.
2. Mileage to Montana Meets is as follows:
   1. Billings – 476 miles round trip
   2. Bozeman – 192 miles round trip
   3. Butte – 128 miles round trip
   4. Great Falls 181 miles round trip
   5. Kalispell – 392 miles round trip
   6. Missoula – 230 miles round trip

Meals

1. Coaches will be paid $16.50 per day while away for a swim meet – no receipt is required.

Lodging

1. Coaches are requested to search for the best rate available – please provide receipt. (Most are less than $90).

*Please refer to the HLST Team Travel Policy (102), Travel Reimbursement Procedure and Guidelines and Coaches Travel Reimbursement Form for Coaches for further detail.*

See associated forms 401-A

Policy History:

Adopted on:

Revised on: 09/26/2013

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