



2023-24 Coach expense guidelines for tournament or game travel

Accommodations:	Applicable basic room rate negotiated by the team. Accommodation is to be shared between non-parent Head and Assistant Coaches if appropriate. If coaches are wishing for an upgraded room, <i>that is at their own expense.</i>
Meals:	Meals are covered by team and the coaches are expected to eat with team whenever possible. If coaches are not able to eat with the team, teams will cover <u>up to</u> \$80 cdn/per day with receipts and applicable only when a hotel stay is required. <i>Alcohol not permitted to be covered.</i>
Mileage & Transportation:	Car Rental: If a car rental is required, book the most economical vehicle possible. If more than 1 non-parent coach, they must share a vehicle. Gas fill up, payable at actual cost (receipt required). Ferry: At rate that is paid including reservation fee (if required). Non-parent coaches must travel together in same vehicle. Mileage: Distance greater than 50 kms one way in own vehicle – payable at \$0.61/km. Non-parent coaches expected to ride share.

Notes:

Expense period is defined as:

1. Trips where flights are required - one day prior and one day after tournaments,
2. Trips where no flights are required - an overnight stay triggers the meal allowance,
3. Mileage determination is based on distance notwithstanding overnight stay,
4. No further fees or expenses will be covered outside of these general guidelines unless pre-approved by the Team Manager, Team Treasurer and Association Executive Director.