



Sporting Omaha FC

Travel Policy

Effective date: July 1, 2017

Updated: August 8, 2017

Travel Reimbursement

This Travel Policy has been developed to enable each coach to make a substantial contribution to the success of their team and the Club as a whole. It is designed to establish and communicate equitable standards and ensure consistent and fair treatment of all coaches who travel on team or Club business.

It is, of course, impossible to anticipate every situation that may be encountered while traveling on team and/or Club business. Thus, we expect each coach to exercise good judgment in incurring travel expenses and not spend more for goods or services than they would normally spend when traveling for themselves.

The coach will be solely responsible for determining his/her mode of transportation for Club related travel within this policy.

There is no reimbursement for transportation within 75 miles (one way, 150 miles round trip) of Omaha including Lincoln, NE. For sites between 76 and 150 miles (300 round trip), only reimbursable mileage for a personal vehicle will be returned. This includes travel to York, NE or Grand Island, NE, Kearney, NE or South Sioux City, NE or similar sites. For travel to Des Moines, IA, or similar sites, a coach will only be reimbursed for transportation costs of the average cost of a rental car (mid-size only) over the necessary time period for game coverage plus gas (approximately \$40.00). For travel outside 150 miles, a rental vehicle is the only option.

If traveling by air, the team will be responsible for reimbursing the coach:

- The least expensive 30-day advance airfare available, including baggage fees, rental car at destination, and estimated fuel for trip.
- The Club/Team will pay for all lodging needed to have the coach at each game for the tournament.

Please purchase the rental agency provided insurance to avoid any personal insurance liability. The added insurance will be reimbursed by the team or equally split between teams responsible for the coach's travel expenses.

Coaches should actively plan ahead and book airline travel with as much advance notice as practical and possible. Trips planned more than one or two weeks in advance will significantly reduce air travel expenses. The following condition(s) should apply:



- Arrival at destination in reasonable time to help ensure coaches safety and to conduct team business.
- The connection times are reasonable.
- The connection is on the same airline, a commuter tie-in, or another reasonably convenient airline.
- Arrival home in a reasonable time or at a reasonable hour.
- Extra costs for extended travel time must be considered (i.e. extra nights in hotels, etc.)
- Consideration of additional airline fees such as baggage charges (depending upon the carrier).

It will then be the coach's responsibility to select the option that gives him/her the best option for the most reasonable fare. The lowest cost fare and class status should be used, given the scheduling requirements of the trip. Good business judgment should be used when weighing the cost of the lowest airfare (often involving one stop in-route) versus a savings of reasonable time with more direct routing.

A coach may elect to use his/her own frequent flyer miles for a team or club trip. Under these circumstances the coach should be reimbursed at the lowest 30-day advance fare available at the time of the booking.

A coach will be paid \$50.00 (\$7.00 for breakfast, \$12.00 for lunch, \$26.00 for dinner and \$5.00 for incidentals) per day per-diem for the days he/she is required to be with the team. For one-day trips within 150 miles of Omaha, the coach is only eligible for meals accrued during the time traveled depending on departure and arrival times (see meal timeframes below). These days will be set ahead of time but may be adjusted to allow for a coach to arrive or leave a day early or after to allow for a more cost-effective travel plan. If the hotel the coach is staying at provides a complimentary breakfast, \$7.00 will be deducted from that day's per diem. Game start times may interfere with the complimentary hotel breakfast times so please plan accordingly.

Meal Eligibility Timeframes

TRIP

-First and last day of a multi-day trip

Breakfast

-Yes, if departure is before 6:30 am

Lunch

-Yes, if departure is prior to 11:00 am or return is after 2:00 pm

Dinner

-Yes, if departure is prior to 5:00 pm and return is after 7:00 pm

Coaches with two teams traveling to one location

In cases where one coach is taking two teams with no coaching conflicts to one location, travel expenses will be split equally between both teams.

If a coach is taking two teams to one location with coaching conflicts, an additional coach/assistant coach can attend. Expenses for the second coach will be reimbursed by the team to which he/she is assigned to for that event. (One team/one coach) If the start day of each team is



different, reimbursements will reflect this difference. For example, if one team begins on a Friday requiring Thursday travel and hotel stay while the other team begins on Saturday, the team with the earlier start time will reimburse for one-night hotel stay and corresponding meals. Travel will be shared normally.

If a coach is taking three teams to one location with coaching conflicts, the one team/one coach policies remains in effect. However, if only two coaches travel, costs will be spilt equally among all three teams.

For those cases where a coach has a team in an event while his or her son or daughter is also playing in the same event on a different SOFC team, the coach's first priority is to his/her SOFC team. Coach will stay in the same hotel as his/her team.

We encourage our coaches to carpool to events where multiple SOFC teams are competing in. However, one coach cannot receive reimbursement for mileage if he/she carpools with another coach in their rental or personal vehicle.

Travel Standards for Staff and Volunteer Coaches

****In regard to members – Games, practices, training, SOFC events, etc.**

A coach may not accept a ride from a family for any travel purposes including to and from games, tournaments/showcases, practices, team events, etc. Coaches must provide their own means of transportation and should make arrangements for the team to pay or reimburse travel expenses according to Club policies. In the same regard, a coach may not provide a ride to a player without the expressed written consent of the parent and prior approval of the Executive Director.

It is the belief of the Club that the above can create a conflict of interest and perception that is a coach is being transported by a family on the team, or providing rides to a player of the team, a coach may show favoritism towards these players during a game. Perception is reality and SOFC cannot allow this potential conflict to develop.

Exception: Coaches may receive a ride from a hotel to the host field during an out of town event if necessary; a coach flies into the city and does not have a vehicle on hand to commute from hotel to field and no other club coach has a vehicle at the same venue to transport the coach.