

# **Ohio Galaxies FC**

## Reimbursement Policy

### Local Events (Within Montgomery & Greene County)

Coaches will not be reimbursed for travel or receive Per Diem for events within Montgomery and Greene County.

### Travel Events (Outside Montgomery & Greene County)

**Mileage/Rental Car/Airfare:** Coaches will be reimbursed for the cost of travelling to events outside Montgomery and Greene County, Ohio, based on actual expenses for airfare and/or rental car fees, or by computing a mileage reimbursement for personal automobile use. The club approved mileage reimbursement rate is currently 35 cents per mile. *Rental car usage is only reimbursed for destinations further than 200 miles from Dayton, Ohio, and fuel costs will be reimbursed based on receipts. For shorter trips (less than 200 each way), coaches will be reimbursed based on the standard mileage rate unless there has been a pre-approval by the DOC and club President or Treasurer for rental car usage based on special circumstances, or unless the cost of renting a vehicle would be less than the 35 cents per mile reimbursement for personal automobile mileage.*

It is expected that coaches will make travel choices that minimize the costs charged back to OGFC families, by taking into consideration whether it is more cost effective to rent a vehicle, by refueling rental vehicles prior to returning them in order to avoid the higher fees charged by the rental companies, and by car-pooling or sharing rental vehicles when possible.

**Per Diem:** Per Diem will be paid for travel events at the rate of **\$35 per full day** to cover meals and incidentals. Per Diem will not be paid for partial days. For instance, a coach travelling to a typical tournament in Columbus or Cincinnati, with two games on Saturday and one game Sunday, would be eligible for Per Diem for Saturday only. The determination of what constitutes a full day is based on both the time at the event and the length of time spent travelling. Therefore, events further away would likely increase the days eligible for Per Diem due to the travel time.

**Lodging:** Costs for hotel accommodations will be paid based on actual expenses. Lodging expenses will *not* be reimbursed for events in the Cincinnati and Columbus area, except under special circumstances and with prior approval of the DOC and club President or Treasurer.

\*Coaches travelling with two teams should submit one request for reimbursement, and the cost will be split between the two teams.

\*This policy applies to paid staff coaches. Volunteer or parent coaches are not eligible for travel reimbursement.

\*Receipts are required for all expenses other than Mileage and Per Diem. Please send receipts and requests for reimbursement to: Lori Rick [lori@ohiogalaxies.com](mailto:lori@ohiogalaxies.com)

Questions can be addressed to Lori at: (937) 305-5675