



Reimbursement Policy for Coaching Staff Travel Expenses

Local Events (Within Montgomery & Greene County)

Per Diem/Local Tournament Allowance: Coaches will not be paid Per Diem or Mileage for local events, but will be eligible for an allowance to cover expenses associated with working a local tournament. Coaches taking teams to tournaments within Montgomery and Greene County, Ohio will be reimbursed at a flat rate of **\$50 per event**.

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. It is expected that Ohio Galaxies FC coaches will car pool to tournaments when multiple teams are attending. The club approved mileage reimbursement rate is currently 25 cents per mile.

Per Diem: Per Diem will be paid for travel events at the rate of **\$35 per day** to cover meals and incidentals.

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 or club President.

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

*Receipts are required for all expenses other than Mileage and Per Diem. Please send receipts and requests for reimbursement to:

OGFC
P.O. Box 72
Alpha, OH 45301-0072

Or:

lrick@woh.rr.com

Questions can be addressed to Lori Rick, 305-5675 or lrick@woh.rr.com