



## Yardley Makefield Soccer

255 Lower Morrisville Road

Fallsington, PA 19054

[ymssoccer.net](http://ymssoccer.net)

## YMS One Trainer Travel Policy

### **Premier Tier:**

Trainer travel expenses for overnight tournaments are included as part of the YMS One program for Premier teams. A number of overnight stays are included as part of the program. Premier teams should check with the YMS Director of Soccer or Premier Director for their annual budget.

### **Championship Tier:**

Teams in the Championship Tier must pay their trainer for the travel out of pocket. Teams are expected to follow these same guidelines.

### **Classic Tier:**

Teams in the Classic Tier must pay their trainer for the travel out of pocket. Teams are expected to follow these same guidelines.

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- Trainers traveling to games outside of overnight travel do not qualify for reimbursements or payment.
  - Premier teams exceeding their budgeted travel allotment must pay out of pocket to cover for the expenses.
  - Trainers are expected to travel with teams and will be reimbursed for their rooms, flights, etc. the sum equal to the per player travel expense.
  - As part of the travel budget, each trainer is allocated \$35 per day per diem for meals.
  - Travel costs such as mileage for driving to the hotel are to be reimbursed per the IRS mileage rate.
  - Travel costs should be preapproved by the Director of Soccer. A YMS Expense Reimbursement Form, along with receipts, should be submitted to the Club Administrator ([admin@ymssoccer.net](mailto:admin@ymssoccer.net)) within four weeks following travel.