

## **YMS Overnight Travel Policy** **Updated and approved (8/8/22)**

This updated YMS Overnight Travel Policy provides guidelines for acceptable travel expenses for our trainers, coaches and YMS staff that may be required to travel to away (overnight) tournaments on behalf of our organization.

The goal of this policy is to ensure necessary travel and expenses are conducted in a way that enables our staff to meet their travel soccer and educational needs in an efficient and cost effective manner and remain within our approved budgets.

Not all events are covered by YMS One

Definitions:

**Overnight Away tournaments** - events that will require an overnight stay. YMS will cover travel expenses for these pre-approved events. All overnight away tournaments will be defined in team plans.

**Local tournaments** - events that do not require overnight stay. These events are covered in trainer contracts and do not require any pre-approvals or expenses. These are out of scope of this document. If a staff member chooses to stay over at a hotel for a local event, they will need to cover their own accommodations.

**League games** - home or away games are covered in trainer contracts and do not require any pre-approvals or expenses. These are out of scope of this document.

**Education Sessions** - These are soccer related, professional career development type of events and classes. All education sessions must be approved by the DOC.

## **YMS Travel Authorization:**

Travel to any Overnight Away Tournament or Education session must be pre-approved by the Director of Soccer and cannot be booked until approvals have been provided.

- **YMS Travel Pre-approval Form** - All trainers and YMS staff must obtain authorization prior to booking of travel - **Reimbursement will not be provided for any unapproved travel.**
  - Team managers and trainers should work closely on the travel dates and method of travel for the event. The team manager must reserve a room block provided by the event management company as soon as they become available.
  - The Travel Pre-approval Form must be fully completed without any missing sections or will not be processed.
- **Complete travel booking**
  - Once the Travel Pre-approval form has been approved, the traveler should complete booking the reservations as soon as possible (same day if possible to ensure rates do not change)
  - If the booking/reservation is more than \$150 of what was on the pre-approval form, the traveler must seek approval from the Director of Soccer prior to booking and should provide an explanation as to the difference otherwise YMS will not authorize the trip.

## **YMS Travel Policy for Overnight Away Tournaments and Education sessions:**

- **Hotel (overnight stay)**
  - Travelers must use hotels that are provided by the travel management companies for any tournament or industry event that may require overnight accommodations
  - The team manager must reserve the block of rooms as soon as the acceptance for the event or accommodations become available
  - Trainer must stay at the same location as the team
- **Airfare and class of travel**
  - All airfare should be economy/standard class - travelers may choose to upgrade using their personal money or airline points
- **Combining business and personal travel**
  - Combining business and personal travel may be allowed and should be identified in the pre-approval process. Any incremental expense must be covered by the traveler. Example: If adding extra nights to the trip, YMS will not cover hotel room or additional cost for the airfare or car rental.
    - If traveling to a different city changes the price of the flight or changes the rental car fees and puts it above the accepted range, the traveler must pay the difference
- **International travel** - Out of scope of this policy and this should be discussed directly with the Director of Soccer.
- **Rental cars**
  - All car rentals should be for economy class cars unless 3 or more trainers are traveling together
  - Upgrades are acceptable as long as there is no additional cost
  - Traveler must refuel cars prior to returning them - additional fuel charges will not be reimbursed
  - Gas receipts must be saved and can be expensed
- **Uber/Taxis/Train**
  - Use of these forms of transportation are acceptable and must be related to the following:
    - From airport to hotel
    - From hotel to airport
    - Related to soccer activities (to and from field)
  - All receipts must be saved
- **Parking and Tolls**
  - Must use cost effective means for parking while traveling - Long term/economy or offsite parking is mandatory. Short term/valet parking will not be covered. Receipts will be required
  - Tolls - please provide receipts or copies of EZ Pass
- **Use of Personal Car (away events)**

- Personal car must be used for away tournaments unless we recommend a rental car
- When using a personal vehicle for overnight away tournament travel, the traveler will be reimbursed based on the IRS guidelines for mileage.
- If the traveler still requests to use their personal car for travel to the away event in which a rental is recommended:
  - Travelers will ONLY be compensated the equivalent of the rental car fees that would have been charged.
- **Per-Diem for meals**
  - We provide \$40 per diem for meals
  - Portion of diem allowance of travel days (Table)

Travel Type	Full Day Allowance	Half Day Allowance	No Allowance
Departure from Origin	Before 12:00 PM	12:00 PM - 8:00 PM	After 8:00 PM
Departure from Destination	After 8:00 PM	12:00 PM - 8:00 PM	Before 12:00 PM

### **Expense Submission Policy:**

- Must use the **YMS Expense Reimbursement Form**
- Receipts must be used for the following:
  - Parking (airport, hotel, etc)
  - Highway/bridge toll receipts (or copy of ez pass)
  - Hotel - must include the actual invoice
  - Car rental - must include a copy of the actual invoice
  - Gas receipts - if using rental car
  - Uber/taxis/train receipts - must be related to soccer activities
  - Air travel - must include copy of actual invoice
  - If soccer event/education, etc - include invoice from the event that includes any attendance fees
- **All receipts should be saved into one PDF file** - please do not provide multiple files. If you are not sure how to do this we can provide guidance. There are many smartphone apps that allow you to easily take pictures and compile everything together
- If there are any expenses out of scope or above the pre-approved budget, you should provide a summary as to why they changed or increased and they will be reviewed by the Director of Soccer and Treasurer
- Expenses should be submitted no later than 2 weeks after the event
- Traveler will be reimbursed via check within 1 week after approval
- DOC may approve additional expenses should a situation arise that warrants it for the benefit of the teams attending a specific event

### **Overnight Away tournament for non-premier teams**

**Away travel is not included in YMS One fees for non premier level teams.** The team must cover the cost of away travel for their trainer via team fees.

- The same process outlined above must be followed for pre-approval
  - YMS will provide the estimate travel expense to the team manager for planning purposes
- Expenses will follow same process as outlined above
  - YMS will reimburse travel directly to the trainer
  - YMS will submit invoice to the team manager
  - Team manager must pay YMS