



OPERATIONS

VSA RUSH COACH REIMBURSEMENT POLICY

Mileage, Meals and Hotels Reimbursement for League (ECNL, GA, CDL) or Tournament/Event play:

Event/match must be over 2 hours round-trip from the staff member's residence to be considered for reimbursement.

- Mileage/Vehicle
- 2 options:
 - Use your own vehicle at \$30 per hour to cover travel to and from games. Submit receipts to be reimbursed for gas.
 - Rental car paid for with a VSA Rush credit card. A standard car is the expectation unless otherwise authorized by VSA Rush leadership. Submit receipts to be reimbursed for gas.

Meals

- Meal per diem will be \$10 for breakfast, \$20 for lunch and \$30 for dinner (up to \$60 per day). Meals cannot be paid for by designated VSA Rush credit card. You can spend less or more for each meal and are not required to produce receipts or submit documentation. If you spend more than the designated amount, you will not be reimbursed.
- Submit days traveled for meals on [reimbursement form](#). No receipts are needed. Use your own payment for all meals.

Hotels

- Hotel room and tax will be covered by a club credit card. Coach will need to provide his/her own personal credit card to cover incidentals. Must provide a receipt.

Flights

- Flights will be covered by a club credit card. Must provide a receipt.



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Reimbursement Procedures

- [Reimbursement form](#)
- Please submit receipts (where required) to Carlos Acebey -executivedirector@visionsocceracademy.com.
- Additional information/questions on reimbursement should be submitted to Sally England (bookkeeper@iowarush.com), Carlos Acebey (executivedirector@visionsocceracademy.com) and Kirk Artist (kirkartist@iowarush.com).

Additional Information on Rental Cars

- VSA Rush credit card should be utilized for all rental car purchases.
- Credit card covers physical damage or theft of the rental vehicle, valid loss of use charges assessed by the rental company, and reasonable and customary towing expenses. Card holders are covered up to the actual cash value of most rental vehicles.
- Coaches need to accept personal accident coverage and supplemental 3rd party liability claims.

Roadside Dispatch^

Need to Know More?

[Click here](#) to download your complete Guide to Benefits. Or call [1-877-631-0919](tel:1-877-631-0919) for information or assistance. Outside of the U.S., call collect at [1-804-673-1691](tel:1-804-673-1691).

Auto Rental Collision Damage Waiver^

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