
IOWA RUSH / VSA / VSA RUSH

SELECT COACH REIMBURSEMENT POLICY

Purpose

This policy establishes reimbursement guidelines for Iowa Rush, VSA, and VSA Rush staff members traveling on behalf of the club for league play, tournaments, events, coaching education, and other approved business activities.

TRAVEL REIMBURSEMENT

Eligibility

Travel reimbursement may be requested for events or matches that require travel exceeding 120 miles round trip from the staff member's primary residence.

Vehicle and Mileage

Preferred Option – Enterprise Rental Vehicle

Iowa Rush, VSA, and VSA Rush encourage the use of an approved Enterprise rental vehicle whenever practical. A standard vehicle is expected unless otherwise authorized by club leadership.

A copy of the rental receipt must be uploaded to the appropriate Receipts Folder.

Iowa Rush/Apex/North Enterprise Account

Contract ID: XZ6242F

Billing Number: 17128771

VSA Rush Enterprise Account

CDN: SMB198R

Billing Number: 18371576

VSA Enterprise Account - incoming

Alternative Option – Personal Vehicle

Use of a personal vehicle must be approved by club leadership before travel.

Reimbursed at \$30 per hour of travel

Meals

Coaches traveling on approved club business are eligible for a meal per diem of \$50 per travel day.

Receipts are not required for meal reimbursement.

Coaches are responsible for purchasing their own meals and submitting eligible travel dates on the reimbursement form.

Hotels

Hotel room charges and applicable taxes will be paid by the club whenever possible using a club credit card.

Staff members are responsible for providing a personal credit card at check-in for incidental charges.

A copy of the hotel receipt must be uploaded to the appropriate Receipts Folder following travel.

Flights

All air travel must receive prior approval from club leadership before booking.

Whenever possible, flights will be purchased using a club credit card.

COACHING EDUCATION AND PROFESSIONAL DEVELOPMENT

US Soccer Coaching Courses

Enrollment in any US Soccer coaching course must receive prior approval from Iowa Rush, VSA, or VSA Rush leadership.

Upon approval, coaches may be reimbursed for:

- Course tuition
- Travel expenses
- Lodging expenses
- Other approved course-related expenses

Additional Professional Development

Professional development opportunities outside of US Soccer, including conventions, conferences, workshops, and online learning opportunities, must receive prior approval from club leadership to be eligible for reimbursement.

Employment Commitment

The club reserves the right to require an employment commitment period related to reimbursement for coaching education and professional development expenses.

OTHER BUSINESS EXPENSES

Any business-related expense incurred on behalf of Iowa Rush, VSA, or VSA Rush should receive prior approval whenever possible.

All reimbursement requests must be submitted promptly using the appropriate reimbursement form and include supporting documentation and receipts when applicable.

REIMBURSEMENT PROCESS

To request reimbursement:

1. Complete the appropriate reimbursement form.
2. Upload all required receipts to the designated Receipts Folder.
3. Submit reimbursement requests in a timely manner following the expense.

Questions Regarding Reimbursement

Iowa Rush

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VSA / VSA Rush

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Reimbursement Forms

- [Iowa Rush/Apex/North Reimbursement Form - Receipts Folder](#)
- [VSA Rush Reimbursement Form](#)
- VSA Reimbursement Form

*Make all one form?

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