



## OPERATIONS

# IAWA RUSH SELECT COACH REIMBURSEMENT POLICY

### **Mileage, Meals and Hotels Reimbursement for League or Tournament/Event play:**

Event/match must be over 120 miles round-trip from the staff member's residence to be considered for reimbursement.

#### Mileage/Vehicle

- 2 options:
  - Use your own vehicle - .70 per mile. Submit on [reimbursement form](#).
  - Iowa Rush Enterprise Account - a standard car is the expectation unless otherwise authorized by Iowa Rush leadership. Provide a copy of receipt to the [Iowa Rush Receipts Folder](#).

Iowa Rush Enterprise Club Contract ID: XZ6242F

Billing Number: 17128771

#### Meals

- Meal per diem will be \$75/day. 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. Provide a copy of receipt to the [Iowa Rush Receipts Folder](#).

#### Flights

- Flights must be approved and discussed by Iowa Rush leadership. Flights are preferably paid for on an Iowa Rush credit card.

### **Coaching Courses and Professional Development:**

- To be eligible for reimbursement, enrollment in any US Soccer Coaching course needs to be pre-approved by Iowa Rush Leadership. Coaches enrolling in any US Soccer Coaching Course can expect to have tuition, travel and any related expenses covered for the cost of the coaching course.
- Additional development opportunities (ie - local & national conventions, online courses outside of US Soccer, etc.) need to be pre-approved by Iowa Rush Leadership in order to be considered for reimbursement.
- Please note, conditions of employment length may be put in place in relation to the reimbursement policy outlined for coaching courses.



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### **Other Expenses:**

Any other business expenses incurred for Iowa Rush out-of-pocket, should be pre-approved by Iowa Rush Leadership if possible. Expenses should be submitted on the [reimbursement form](#) in a timely manner. Provide a copy of receipt to the [Iowa Rush Receipts Folder](#).

### **Reimbursement Procedure:**

- Utilize the [Iowa Rush Reimbursement Form](#) and [Iowa Rush Receipts Folder](#) in accordance with the above listed policies.
- For questions on reimbursement, please contact Jessica Seeley ([bookkeeper@iowarush.com](mailto:bookkeeper@iowarush.com)) and Kirk Artist ([kirkartist@iowarush.com](mailto:kirkartist@iowarush.com)).