

## **Rogue Valley Timbers Coaches Travel Expenses**

Rogue Valley Timbers Premier Coaches are professional non-volunteer coaches. Teams will be responsible to pay for all of the coach's travel expenses. The following guidelines should be used:

1. Hotel reservations will be made by the team manager. The team will pay for hotels at time of arrival. Coaches should not be expected to pay for the hotel and then be reimbursed.
2. Coaches will receive a per diem to offset meal costs. The per diem will be \$30.00 per day if breakfast is provided by the hotel and \$40.00 per day if the hotel does not provide breakfast. Per Diem will be paid for travel days as well. The coach should be provided with the per diem on the front end of the trip.
3. Coaches will be reimbursed for gas for travel weekends. Reimbursement to occur by team manager upon coach turning in gas receipts for the trip. Parents can offer to provide transportation for the coach, but ultimately the coaches may chose to drive themselves.
4. If a team is playing at a Las Vegas tournament or a tournament that is a similar distance away AND the team decides to drive, the team is still expected to provide airfare for the coach. Airfare should be paid for up front by the team and not reimbursed at a later date.