



PAO USA Volleyball | Coach Travel Expense Reimbursement

Volleyball families are required to equally share the reimbursable expenses for coaches as outlined below. The guidelines are intended to clearly identify reimbursement processes for coach travel, while providing the families assurances of a reasonable budget.

Coach travel expense will be reimbursed for the **Head Coach and 1 Assistant Coach**.

- All expenses should be reviewed and approved by Sasa Vasiljevic prior to presenting to the team.
- All expenses are split evenly across all players on the team.
- All expenses should be collected and paid to the coaches BEFORE the team departs for the tournament.
- If the head coach coaches multiple teams in the tournament, their expenses are shared across both teams.

The following items are reimbursable expenses:

- **HOTEL:** Includes all taxes and parking fees
 - If the team can negotiate a comped night or two based on # of rooms booked, those nights should only be given to the coaches.
 - Any portion of the room that can not be comped is required to be paid by the team(s).
 - If multiple coaches of the same gender are traveling, coaches are required to share a room.
- **MEALS:** Meals are reimbursed based on *actual amounts* spent (excluding alcohol) by the coach up to the following maximums:
 - Breakfast (if not included with hotel)—\$10.00
 - Lunch—\$10.00
 - Dinner—\$20.00
- **CAR EXPENSE:** Coaches have the discretion to pick from the following options
 - >>> **OPTION 1:** Rent an economy car for the trip: reimbursement would be for the cost of the rental (excluding rental insurance), plus their estimated gas expense.
 - >>> **OPTION 2:** Drive their own car: reimbursement would be for \$125.00, plus their estimated gas expense.
 - *** *Gas tank should be filled prior to the start of the trip at the coach expense. Coach should save all gas receipts throughout the trip, including refilling the tank upon the return to St Louis and compare the actual gas expense to the estimated expense charged to the team to confirm the reimbursement.*
 - *** *Coaches are encouraged to carpool when it works for their schedule.*
- **EVENT PARKING:** This should be collected PRIOR to departing for the event with funds either used to secure event parking on behalf of the coach, or given to the coach to secure event parking.