

**2019 Bethesda Soccer Club
Travel Reimbursement Form Instructions**

The Travel Reimbursement Form should be completed for all approved tournaments and league travel that require an overnight stay. Mileage/tolls only will be reimbursed for trips over 100 miles one-way. For fastest reimbursement, coaches should submit their reimbursement claims with the **necessary** receipts by email to Linda Norton at lnorton@bethesdasoccer.org

You may also mail to or drop off your reimbursement forms at:

Bethesda Soccer Club
8655 Grovemont Circle
Gaithersburg, MD 20877

Reimbursement claims will be processed for **ONE COACH** per event. Eligible reimbursable items include:

- Transportation To/From Tournament
- Airport Parking
- Mileage for travel in personal auto
- Tolls (MUST HAVE RECEIPTS)
- Per Diem (\$45 on travel days regardless of start time, \$60 on full days)

Car rental reimbursement with prior Director of Coaching approval. If it is necessary for the coach to have a rental car, permission for reimbursement must be obtained from the Director of Coaching PRIOR to trip. Please contact you DOC to discuss transportation options before renting a vehicle.

Commercial Transportation: Indicate the amount of the airline or train fare. *A receipt must accompany the reimbursement claim.*

Per Diem: Per Diem is calculated using the State Department rate of \$60.00 per day. Travel days are reimbursable at 75% of the daily Per Diem rate. The Per Diem is a flat rate and receipts do not need to be submitted.

Lodging: Indicate the daily hotel rate. If applicable, coaches traveling together should make every attempt to share a hotel room. A receipt must accompany the reimbursement claim.

Local Transportation: Indicate expenses incurred for tolls and parking. *Receipts must accompany the reimbursement claim.*

Miscellaneous Expenses: BSC will reimburse coaches who travel to and from tournaments and games that require an overnight stay using their personal vehicle. The reimbursable rate in 2019 is 0.58 per mile. *Mapquest or googlemap directions from home to the location must accompany the reimbursement claim.*

The club appreciates any and all efforts coaches make to help reduce their travel costs by sharing transportation and lodging with other coaches.