

AAHA COACH EXPENSE REIMBURSEMENT POLICY

The purpose of this policy is to establish parameters under which the Aberdeen Amateur Hockey Association (AAHA) will reimburse AAHA coaches for allowable expenses. The board of directors shall review the contents of this policy annually, prior to the start of the season.

SEASON: 2008-2009

ALLOWED EXPENSES:

- a. **Mileage** – Mileage costs will be reimbursed at the rate of \$0.35 per mile to/from Aberdeen to the designated destination. In a case of multiple routes to/from the destination, you should travel the route with the shortest distance.
 - i. Fuel will not be reimbursed, as this is covered in the per mile reimbursement.
 - ii. Mileage must be outlined on expense form for reimbursement
- b. **Lodging** – Applicable lodging expenses will be reimbursed. All lodging is to be coordinated as a team, through the team coordinator.
 - i. Additional costs such as internet access, room upgrade, phone calls will not be reimbursed
 - ii. Hotel receipt is required for reimbursement
- c. **Meals** – Applicable expenses for meals will be reimbursed.
 - i. Daily maximum of \$40 to include up to \$10-breakfast, up to \$10-lunch, and up to \$20 for dinner
 - ii. Alcohol and/or tobacco products will not be reimbursed
- d. **Other** - Any expense not stated above will not be reimbursed without prior approval from the Board of Directors, or their designee.
- e. **Parent Coaches** – Parent coaches are not eligible for expense reimbursement.

EXPENSE REPORTING:

- a. **Expense Forms** – Any reimbursement must be submitted on the expense form.
- b. **Receipts**- The actual receipt must accompany the expense form for lodging and meal reimbursement
- c. **Expense Submission**-
 - i. Reimbursement will be handled monthly
 - ii. All expense forms must be submitted to the treasurer by the 15th of the every month, for the previous months expenses.
 1. March is an exception. Expense forms must be received by the 31st of March for March expenses.
 - iii. AHA treasurer will disperse reimbursement by the end of each month.
 - iv. Any expenses greater than 45 days old will not be reimbursed without the approval of the board of directors
 - v. All receipts for lodging and meals must be attached to the expense form

