

REAL SO CAL COACH EXPENSE REIMBURSEMENT FORM

THE FOLLOWING IS A LIST OF EXPENSES THAT MAY BE REIMBURSED FOR TOURNAMENTS, STATE CUP (Governor's, President's, National), SCDSL, ECNL, EGSL, ACADEMY and CALIFORNIA REGIONAL LEAGUE

- Coaches are required to complete and turn this form into the manager(s) in order to receive reimbursement for expenses incurred while attending a team's event.
- Reimbursement is for the head coach only/teams do not reimburse for assistant or staff coaches.
- If head coach is not present, it is the team's responsibility to reimburse the cover coach if the event falls within the proper guidelines described on this form.
- If a coach is covering multiple teams at a specific event, the cost will be evenly divided among the teams.
- Coaches may be reimbursed mileage for Tournaments, State Cup, SCDSL, ECNL, Academy and California Regional League games if 100 or more total miles are traveled (excluding RSC tournament).
- Mileage reimbursement is calculated by using the team's training site as the starting point unless the coach's home is closer to the playing field.
- Food is ONLY reimbursed for the following events: SCDSL Showcase, ECNL Showcase, EGSL Showcase, Academy Showcase, State Cup when multiple games per day are involved, and Tournaments (Excludes Real So Cal sponsored events). Reimbursement is capped at amounts listed below. A half day is appropriate, for example, for a one game tournament day where meals are necessary.

DATE: _____

TEAM _____

NAME OF EVENT: _____

NAME OF COACH: _____

*HOTEL & AIRFARE: (Requires receipt) _____

*FOOD (\$30 per day/\$15 per half day) _____

PARKING: (Requires receipt) _____

MILEAGE@ 30¢/MILE: (To cover gas) _____

TOTAL EXPENSES _____

NUMBER OF TEAMS SHARING COST _____

AMOUNT PAID BY TEAM 1 _____ DATE _____

AMOUNT PAID BY TEAM 2 _____ DATE _____

AMOUNT PAID BY TEAM 3 _____ DATE _____

COACH: _____ MANAGER 1 _____
(Signature) (Signature)

MANAGER 2 _____ MANAGER 3 _____
(Signature) (Signature)

***No Friday night lodging paid for tournaments in Los Angeles, Ventura, Santa Barbara, San Bernardino or Orange County. Parking is eligible for any team event that requires parking fee (receipt required).**