



**Non-Parent Coach
Tournament
Expense Guidelines**



Calgary West Football Club

Soccer For all, Soccer For Life

The team will provide funds to reimburse non-parent coaches to cover expenses incurred while traveling, as a result of an out of town tournament, for the following items.

1. Mileage – 44.5 cents/kilometer (use <http://www.cra-arc.gc.ca/travelcosts/> for most current rate) Distance will be defined as distance from Calgary to destination multiplied by 2.
2. Meals – coach will submit receipts for meals. Reimbursement will not include alcoholic beverages and will to be a maximum of \$50/day.
3. Hotel Room – coach will submit receipt for nights stayed. Coach will stay in same hotel and appropriate room as the team. This will be coordinated by the manager or other parent member of the team. All hotel fees (minus extra charges – telephone, mini bar, etc.) will be reimbursable.

Non-parent coaches are asked to carpool to destination and to share hotel rooms where appropriate.

In cases where non-parent coaches have multiple teams at the tournament the costs should be split equally between all teams.

Please keep in mind that some games may overlap and therefore the coach will provide adequate coverage for each game. The costs will not be split based on number of games attended.

Team Manager and Treasurer discuss these items with your non-parent coaches prior to making out-of-town tournament arrangements.