

Pleasanton Girls Soccer Association
Policy Interpretation Memoranda

PIM 025 – Employee Travel Reimbursement Policy – No Overnight Stay

This policy applies to all PGSA employees, both Full-Time and Part-Time

The purpose of this PIM is to outline reimbursable expenses associated with attending events/games/tournaments/training that do not require an overnight stay.

The PGSA local service area is defined as all events located within a 35-mile radius of the RAGE office located at 173 Spring St., Pleasanton. The area includes Alameda County, Contra Costa County, the South Bay, Peninsula, and San Francisco.

Employees will be reimbursed for the following:

- Mileage in excess of 35 miles from the *RAGE office*. Only the amount in excess of 35 will be reimbursed. Mileage reimbursement is calculated based on the Federal reimbursement rate.
- Bridge tolls will be reimbursed only if the trip qualifies for mileage reimbursement.
- Meals are allowed only if the coach/trainer is on the field for a continuous six hour shift or per government regulation. Actual expenses will be reimbursed, not to exceed \$15. One meal maximum. Game times are to be documented.

Reimbursement requests must be submitted **within 30 days of the expense** on the PGSA expense report form indicating the date, location, and team. All receipts must be attached.

For full-time employees and part-time ECNL coaches, expense reports must be approved and signed by the Director of Coaching (DOC) and then submitted to the Club Bookkeeper for processing.

For part-time employees, expense reports must be submitted to your Team Treasurer for processing.

Requests for exception to the policy must be discussed and approved in writing by the Club Treasurer, prior to submitting expenses. Intentional falsification of expenses may lead to dismissal.

