

Pleasanton Girls Soccer Association  
Policy Interpretation Memoranda

**PIM 026 – Employee Travel Reimbursement Policy - Overnight Stay**

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

The purpose of this policy is to outline reimbursable expenses associated with attending events/games/tournaments/training that require an overnight stay.

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

Expenses may be incurred and reimbursed for travel to and from league games and tournaments, (including State Cup) that due to distance require an overnight stay.

Typical overnight stay expenses are as follows:

- Transportation- Reimbursement is allowed for either airfare or mileage reimbursement. Mileage will only be reimbursed up to a total of 800 miles, inclusive of all driving. Miles in excess of the 35 mile (PGSA service area) will be reimbursed at the Federal mileage reimbursement rate.
- Rental car – Rental car expenses are reimbursable including SLI – supplemental liability insurance and CDW- Collision Damage Waiver. The prepaid fuel option is not eligible for reimbursement, but other fuel costs will be reimbursed.
- Airport mileage in excess of 35 miles will be reimbursed. Parking expenses are reimbursable. Effort should be made to find parking at a reasonable cost. No short-term parking. UBER or other transportation are reimbursable in lieu of the parking expense.
- Per Diem – Employees will be reimbursed up to \$50 per game day requiring an overnight stay. Receipts are required. Partial travel days without games, are eligible for \$25/day, receipts required. Alcohol expenses are not eligible for reimbursement.
- Hotel – Reimbursement of hotel costs, preferably the same hotel as the team. Costs for mini-bar, movies or other incidentals are not eligible unless they are included in the per diem expenses.

*Expenses associated with extending the stay for personal reasons, are not eligible for reimbursement.*

**Teams will be responsible for expenses associated with the attendance of Technical Staff.**

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.

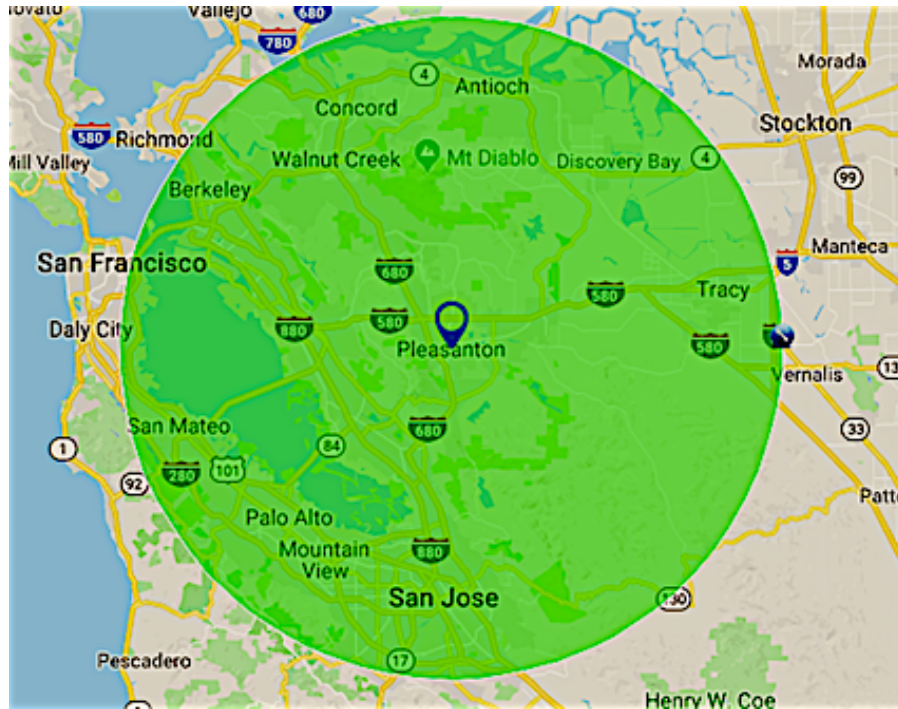
For part-time employees, expense reports must be submitted to your Team Treasurer for processing.

Adopted July 02, 2018

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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.

This PIM is effective July 1, 2018



Adopted July 02, 2018