



Travel Policy – Revised August 2020

Travel Reimbursement for POV Mileage

Due to the changing landscape of leagues and the participating clubs, Arlington Soccer has modified its policy regarding travel reimbursement for mileage. Effective with the 2020-21 Season, coaches traveling to ANY games that are more than **50 miles from the Arlington Soccer office** (5210 Wilson Blvd), coaches will need to be reimbursed for mileage at the government rate (currently .575).

Teams should budget accordingly for local leagues (NCSL, ODSL, CCL), anticipating of their away games, 2-3 games may exceed the 50 mile and plan accordingly. Per diem is not required for these games, just the mileage. If it is cheaper for a coach to rent a car including gas, then that cost may be substituted for the mileage. If the car rental exceeds the mileage costs, only the mileage reimbursement would be reimbursed.

All other polices related to Travel as outlined in the Business Travel Policy remain in effect.

Please remember the following when submitting expense reimbursements for Travel:

- Submit Expenses within 30 days of Travel
- Clearly identify team name by Birthyear, Gender and Color on all Forms and Communications
- Ensure Form is completed in full electronically – any box in Orange needs to be completed
- Use the [Per Diem Rates](#) as outlined by the GSA to determine Per Diem amounts by location
- Expenses paid by multiple teams - Clearly identify teams and amounts to be split
- Receipts –if sending electronically, please use a pdf converter (CamScan, Mc Scans, Iscanner). If you must photograph receipts, please use a **WHITE** background
- Submit forms electronically to expenses@arlingtonsoccer.com; Direct follow-up questions to kayluzius@arlingtonsoccer.com

More detailed information can be found here:

<http://www.arlingtonsoccer.com/programs/travel/team-management/treasurer>