

Penn Fusion Soccer Academy

Independent Contractor/Coach – 2023/24 Season Travel Reimbursement Policy for Team Related Travel

v. 6.21.2023

An independent contractor/Coach is never paid a mileage allowance or a gas allowance. This is a tax issue. However, they are entitled to the following when traveling on behalf of a Team.

If a team event is located more than **75+ miles** one-way from the club office, the coach is entitled to:

- Up to \$55/day meal allowance. For travel involving overnight stays, the first day the allowance is limited to \$25. Meals are only reimbursed with actual restaurant receipts, actual total is paid up to **\$55 maximum**.
- Tolls, if receipts are provided.

If an event is more than **250+ miles** from club office, the coach is entitled to:

1) Purchase a flight.

- Coach must choose the cheapest direct flight option and the Executive Director must approve the expense *in advance* of purchase.
- Flight upgrades/seat selection fees of any kind will not be reimbursed.
- Expenses for checking ball bags are covered only with receipts.
- Expenses for checking of personal luggage is only covered when the duration of the trip exceeds 4 nights and receipts are provided.
- Parking at the airport must be the cheapest option - that is currently \$15/day (PHL). Receipt required.

2) Rent a car for travel to the event OR at the airport if coach flew:

- Coach will only be reimbursed for an economy or standard vehicle rental if made in their name. SUVs are NOT covered unless pre-approved by ED in writing prior to travel.
- Rental car insurance is the coaches' responsibility and is not reimbursed.
- Tolls can be reimbursed when receipts are provided.

3) Use their personal vehicle.

- Up to \$55/day meal allowance. For travel involving overnight stays, the first day the allowance is limited to \$25. Meals are only reimbursed with actual restaurant receipts, actual total is paid up to \$55 maximum
- Contractor is not reimbursed for gas or mileage. Consult your tax advisor. Contractor will be reimbursed for tolls only when receipts are provided.

Reimbursement Form: The coach must complete the PFSA 2022-23 reimbursement form for all expenses with all receipts, and submit it for approval to the Finance Director and Team Treasurer within 30 days of event. If the coaches' expenses are shared by multiple teams, the Treasurers must wait for ALL teams to approve before issuing payment for their share.

Discrepancies are to be resolved before payments are issued. Contact the Finance Director, Nanette Chappellear nchappellear@pennfusion.org for any questions.

Club Office: [901 S. Bolmar Street, Suite P, West Chester, PA 19382](#)