



## Wyoming 307 Select/ODP Coach Reimbursement Policy

Wyoming Soccer Association recognizes the extra expenses and sacrifices made by coaching staff. As identified in our [strategic plan](#), coaches are our highest priority next to players, who clearly come first.

As such, Wyoming Soccer Association has put into place a policy on reimbursing coaches for expenses incurred under the Wyoming 307 Select/ODP Program as follows:

### TRAVEL AND ASSOCIATED EXPENSES

One coach (this will be the head coach, unless otherwise arranged ahead of time in the event the head coach is unable to attend) for each team under the Wyoming 307 Select/ODP Program umbrella will be reimbursed for:

- A) Lodging** (for Wyoming 307 Select/ODP Program Events including program trainings and pre-determined program tournaments/events ONLY)
  - a. Rooms shall be reserved by the state office at the discretion of the Executive Director
  - b. Rooms will be double occupancy and will be booked as such whenever possible
  - c. Coaches who are in the company of family or other travelers will be reimbursed for half the room rate and will be required to turn in a [reimbursement request form](#)\*.
  
- B) Meals** (for Wyoming 307 Select/ODP Program Events including program trainings and pre-determined program tournaments/events ONLY)
  - a. Meal expenses during Wyoming 307 Select/ODP Program events will be reimbursed (excludes alcohol) and must follow the reimbursement rates outlined [here](#).
  - b. Receipts must accompany the [reimbursement request form](#)\*.
  - c. Tips up to 18% are considered acceptable.
  - d. Meal expenses exceeding the allowable standard rates shall become the personal responsibility of the coach
  
- C) Mileage** (for Wyoming 307 Select/ODP Program Events including program trainings and pre-determined program tournaments/events ONLY)
  - a. Mileage will be reimbursed at the current IRS rate, which is outlined in the [reimbursement request form](#)\*, which must be submitted to the state office.

\*Reimbursement Request Forms shall be submitted to the state office via email ([wssa@wyomingsoccer.com](mailto:wssa@wyomingsoccer.com)) within 30 days of the completion of the event.

As a 501(c)3 non-profit organization, it is WSA's responsibility to our members to demonstrate sound fiscal responsibility. Therefore, it is expected that coaches attempt to support our efforts in doing so through carpooling and other cost-savings measures whenever possible.