

# New Mexico Mustangs Girls Hockey Association Reimbursement Policy for Tier Team Coach Travel

Adopted by majority vote of New Mexico Mustangs Girls Hockey Association (NMMGHA) Board of Directors, **August 14, 2024**. Contact information for Association Head Coach, Mustangs Board President, and Board of Directors may be found here: <https://www.nmmustangsgirlshockey.org/boardofdirectors>

## 1. Purpose

The purpose of this policy is to outline the procedures and guidelines for reimbursing coaches for travel expenses incurred while performing duties for the Tier Team of the New Mexico Mustangs Girls Hockey Association. This policy ensures that all travel-related expenses are managed fairly and consistently.

## 2. Eligibility

This policy applies to all coaches registered with the New Mexico Mustangs Girls Hockey Association who incur travel expenses while fulfilling their coaching responsibilities for a Mustangs Tier Team.

Coaches who are eligible for this reimbursement policy shall be identified by the Association Head Coach in consultation with the Tier Team Head Coach and the Tier Director. Coaches involved with the Tier team shall be notified by the Tier Director as to their eligibility as early as practical each season.

Coaches who meet the criteria for reimbursement are full-time practice coaches and game bench coaches, attending all practices and games. Coaches shall have the proper USA Hockey coaching credentials for the team and age group, and be current in all background screens and SafeSport certification. Coaches shall be properly rostered on the official 1-T roster.

## 3. Covered Expenses

The following types of expenses are eligible for reimbursement:

- Mileage: For personal vehicle use, based on the current IRS mileage rate.
- Meals: Up to a maximum daily allowance of the federal per diem rate for the event location or transit point
- Transportation: Airfare and rental car expenses, including rental car fuel.

- Lodging: Actual expenses incurred, up to a maximum rate of \$300 per night including taxes and fees. (exceptions to this maximum rate must be pre-approved by the Mustangs Treasurer)
- Parking & Tolls: Actual expenses incurred.
- Other: Any other necessary and reasonable expenses pre-approved by the Association Treasurer

#### 4. Non-Reimbursable Expenses

The following expenses are not eligible for reimbursement:

- Personal expenses (e.g., entertainment, personal phone calls).
- Alcoholic beverages.
- Expenses not directly related to coaching duties.
- Any expenses not pre-approved by the association.

#### 5. Funding and reimbursement limits

Funding sources for these reimbursements shall be: 1) Fees collected by the Association from the Tier Team players; and 2) Proceeds from Tier Team fundraising.

**The travel reimbursement limit for each Tier Team coach for the 2024-2025 season shall be \$1000, with an aggregate limit of \$4000 available for all coaches.**

#### 6. Documentation Requirements

To be reimbursed, coaches must submit the following documentation:

- Receipts: Itemized receipts for all expenses claimed.
- Mileage Log: A detailed log of miles traveled or submission of the trip route from a mapping app such as Google Maps. including dates and destinations.
- Expense Report Form: Completed and signed expense report form

#### 7. Submission Procedures

- **In all cases, reimbursements will only be paid after the travel event has occurred.**
- Expense reports and supporting documents should be submitted within 60 days of the completion of travel.
- Reports should be submitted to Association Treasurer for processing at [treasurer@nmmustanggirlshockey.org](mailto:treasurer@nmmustanggirlshockey.org)
- Reimbursements will be processed within 15 days of receipt of complete documentation.

#### 8. Dispute Resolution

Any disputes regarding travel reimbursements should be directed to Association President at [president@nmmustanggirlshockey.org](mailto:president@nmmustanggirlshockey.org). The President will review and resolve disputes in a timely manner.

## 9. Policy Review

This policy will be reviewed annually and updated as necessary to reflect changes in expenses and reimbursement practices.

## 10. Contact Information

For questions or additional information regarding this policy, please contact Association President at [president@nmmustanggirlshockey.org](mailto:president@nmmustanggirlshockey.org)