

Travel, Per Diem, Mileage Reimbursement & Debit/Credit Card Use Policies

1. Travel Policies:

- a. Coaches are not expected to transport athlete equipment. However, if a coach decides to do so, they are solely liable for any damage, loss, or otherwise. TVSEF will not be held responsible nor consider these activities as within the employment contract.
- b. Coaches may not transport athletes in personal vehicles for any reason. Exceptions are made for coaches who are transporting their own children.

2. Coach Per Diem Policies: When coaches travel to a camp/race/other TVSEF event, the following Per Diem policies apply:

- a. No Per Diem for a day trip (e.g., Jackson Hole Ski Resort, Snow King Resort, Altra Track travel).
- b. For an overnight trip, coaches are entitled to a per diem, including travel days, using the following rate schedule:
 - a. \$35 - three meals for a day
 - b. \$8 - breakfast
 - c. \$12 - lunch
 - d. \$15 - dinner
- c. Coaches (or a Head Coach for all coaches) must fill out and submit to the Executive Director (no more than one week after each trip) a TVSEF Per Diem form to claim Per Diem. Per Diem forms are available through Program Directors, the Executive Director, or can be found at the following link:
<https://docs.google.com/spreadsheets/d/1VaAxMdNIOBOETuX7M767l8Hbj2ebrJkOPh6U4AZd8Dw/edit?usp=sharing>
- d. Receipts for meals are not required under Per Diem policy.

3. Mileage Reimbursement Policy: If a Coach, Program Director, TVSEF employee uses a personal vehicle to transport coaches or employees to a TVSEF event/camp/race or other approved travel, the below policies apply. If more than one coach/employee is traveling, they are required to carpool. If a vehicle has the capacity to transport employees and coaches but a coach/employee chooses to take a personal vehicle, they will not be reimbursed mileage.

- a. Mileage will be reimbursed at annual IRS mileage reimbursement, currently \$.58/mile. Gasoline receipts are not required.
- b. Mileage will not be reimbursed for regular travel to Grand Targhee Ski Resort. Mileage will be reimbursed to Jackson Hole Mountain Resort or Snow King Resort under the following circumstances: The mileage fee will be reimbursed, but must be accounted for in an event/travel budget to Jackson Hole Mountain Resort or Snow King Mountain Resort and expense allocated to the athletes attending the day trip to Jackson Hole Mountain Resort or Snow King Mountain Resort as a coaching expense.

4. **Idaho Wage and Labor Law policies for Travel Days:** To be in compliance with Idaho Wage and Labor Laws, the following policies apply to coaches for pay on travel days (this policy does not apply to salaried coaches):

Do we need to define what we are willing to pay on travel days, i.e. we will pay hourly rate for when travelling; once they get there, no pay; do they get paid for “supervising” athletes”?

- a. A travel day is defined as a half or whole day spent traveling in a vehicle to and from a TVSEF camp/race/event. Travel days do not include days when a coach/employee is also being paid for on-snow coaching time.
- b. Travel days for coaches will be paid as follows:
 - Coaches will be paid their contracted hourly rate for a half day of travel (half day is defined as 0-4 hours of travel time).
 - Coaches will be paid their contracted hourly rate for a full day of travel (full day is defined as 4- 20 hours of travel time).
- c. Coaches will receive an additional \$50 for each night of overnight supervision.

Debit/Credit Card Use Policy:

1. TVSEF issued debit/credit cards are to be used only for approved TVSEF business purposes and not for an employee’s personal expenditures.
2. A debit/credit card may be used only for expenditures related to TVSEF travel, such as hotels, gasoline for TVSEF vehicles (rented or owned), airplane tickets, and travel related emergencies. All other debit/credit card expenditures must first be accounted for in the TVSEF travel and general discipline budgets and approved by the Board.
3. Receipts for each debit/credit card expenditure must be submitted to the TVSEF Executive Director consistent with the TVSEF Expense Policy.
4. Please make all efforts to pre-approve expenditures with the TVSEF Executive Director before card use. All expenditures over \$500 must be preapproved by the Executive Director.