



# COMBA High Performance Coach Travel Reimbursement Policy

COMBA's goal is to honor our non-parent volunteer coaches by ensuring that their travel costs are reimbursed for expenses related to coaching.

Non-parent coaches will be reimbursed for the following:

- Hotel costs
- Ferry costs
- \$0.40 per km of travel

In addition, a \$50 diem per day will be provided for meals on out of town game days and travel days when travel includes longer distance (eg., Alberta, Kootenays, Vancouver Island). If unsure if a travel day is warranted, please connect with the COMBA Treasurer for approval.

Coaches will be responsible for completing the reimbursement form to outline the costs incurred. In addition to the reimbursement form, receipts for hotel or ferry costs and a screenshot of a google map (with start and ending address of kilometers claimed) must be submitted. All receipts for single season teams, up to and including provincials travel, must be submitted by August 31st of the year in which the expenses were incurred. Any play after provincials will be dealt with case by case.

All documentation is to be sent to [treasurer@comba.ca](mailto:treasurer@comba.ca) and will be tracked in accordance with the team budget which is set in conjunction with coaches at the beginning of the season. Coaches will receive a copy of their budget once finalized. Preplanning will be essential in ensuring all parties are on board with the upcoming season expenses.

Travel costs are covered by players and families. Coaches are strongly encouraged to share rooms and travel together where possible. These details will be discussed during budget planning.

If at any point the expenses requested exceed that which is budgeted by the team a re-evaluation of the budget will occur, at which time, one of the following options will happen:

- 1) The budget will be adjusted to reflect the increase in costs and the players will be billed for the difference.
- 2) If the costs are deemed unreasonable, the reimbursement request will be denied.

[The reimbursement form can be found here.](#)

Team: \_\_\_\_\_

Date: \_\_\_\_\_

Coach Signatures: \_\_\_\_\_