

St. Charles Swim Team Parent Association (SCSTPA)
Expense Policy

Approved 11/15/04

GENERAL

This Policy is to be followed by all members of the SCSTPA who require funds from SCSTPA, including parents of SCST members and coaches of SCST. This includes coaches' meet fees, travel, meals and home meet expenses (i.e. concession, hospitality, awards, etc), team representative expenses (i.e. food, psych-ups, etc), team apparel, and any expenses paid to vendors on behalf of SCST or SCSTPA. Any expenditure incurred, even though related to SCST, may be considered personal expenses and are not reimbursable if this Policy is not followed.

When spending SCSTPA money, members must ensure that SCSTPA receives proper value in return. Prudent and proper judgment must be used in reporting and approving expenses. Lavish or extravagant expenditures must be avoided. Requesting reimbursement for expenditures not incurred constitutes fraud against SCSTPA. Failure to comply with this Policy that governs the spending of SCSTPA funds and reimbursements may result in disciplinary action, up to and including removal of the swimmer from SCST or ineligibility to receive meet fees for coaches. This policy does not apply to expenses that are offset by revenue (i.e. apparel ordered and paid for by swimmers).

RESPONSIBILITIES

1. All expenditures are to be approved in advance by the SCST Head Coach or SCSTPA Board Member. Discussions should take place in advance of the expenditures to reaffirm applicable guidelines with respect to kinds and amounts of expenditures that will be appropriate. Members are responsible for clarifying any questions or uncertainties they may have relative to business expense. Any unbudgeted expenditure over \$100 is to be approved by the Board in accordance with the SCSTPA Bylaws.
2. When there is any question as to the propriety of an expenditure, the advice of the Head Coach or Treasurer must be obtained prior to incurring the expenditure or committing the Company to the expenditure.
3. Approval for expenditures is as follows:
 - The Head Coach shall approve expenditures incurred by the Coaching Staff.
 - A voting Board Member shall approve expenditures incurred by SCSTPA members working on their committees.
 - The Treasurer or President shall approve expenditures incurred by the Head Coach and Board Members.
 - Approval shall be indicated by signature on the SCSTPA Expense Voucher Form.

4. Prior to authorizing reimbursement for expenditures, it is the responsibility of the approver to ascertain that:
 - The expenditure is reasonable and is for a legitimate SCSTPA purpose.
 - Valid receipts are provided. Supporting receipts for expenses must be originals. If the original receipt is lost, an attempt should be made to obtain a copy of the receipt. Otherwise, the expense must be documented by providing the who, what, when, where and why involved in the expense transaction. An explanation that the original receipt was lost, a description of efforts taken to obtain receipt copies, and the member's signature and must also be included in this documentation.
 - The expenditure is explicitly budgeted or approved by the Board.
5. It is mandatory that Expense Vouchers are submitted and approved in a timely manner. An Expense Voucher with the appropriate receipts shall be submitted within 30 days. The Authorized Approver shall review the Voucher and submit to the Treasurer within 7 days. The Treasurer shall provide payment on the voucher within 14 days.
6. The voucher and supporting documentation should be submitted to the "Treasurer" mailbox for payment.
7. A copy of the Form and receipts should be kept for your records.

NON-COMPLIANCE

1. Any expenses submitted outside the required timeframe will only be paid with Board approval with documented reasons for the exceptions.
2. After 3 infractions, coaches will be ineligible for meet fees and SCSTPA members will be ineligible for expense reimbursement.

MEET/SESSION FEES

Meet fees will be paid to coaches as follows:

- \$70 per session for ISI meets
- \$25 per session for Dual meets.

TRANSPORTATION

1. Transportation expenses will be paid for away meets. Transportation expenses include airfare or other commercial transportation, car rental, personal auto mileage, taxi and shuttle service, parking and tolls.
2. Airfare-
 - Coach is to work directed with travel agent to reserve lowest possible fare.
 - President or Treasurer will approve travel arrangements with agent within 24 hours. Agent will book flight only after approval by President or Treasurer.
 - Airfare needs to be explicitly identified in the Budget for a given meet or it requires Board approval prior to booking the flight.

3. Rental Car –
 - Coaches shall rent mid-sized/intermediate models, except to the extent necessary to accommodate several travelers and/or luggage requirements.
 - A coach renting out-of-policy who experiences damages to the rented vehicle, whether in an accident or simply having the car parked, must personally assume full responsibility for such damages to the limit of his/her personal car insurance policy.
 - Rental cars should be refueled before returning to the rental company, since gas purchased through the rental company carries an expensive refueling service charge. Coaches should decline the offer to buy the prepaid fuel plan offered by the rental companies.
4. Personal Auto Mileage-
 - Mileage is to be reimbursed at the current IRS rate (\$.375 as of 1/1/04) for away meets.
 - Coaches are expected to carpool when working the same session for meets over 10 miles away.
5. Parking -

If airport parking is necessary, employees must use long term parking facilities. Additional costs for short term, valet or covered parking are not reimbursable.

MEALS & LODGING

1. Meals –
 1. Meals for overnight travel are to be paid at \$25 per day.
 2. Receipts are not required for meals.
 3. Coaches may complete a voucher to request to be paid in advance for meals for a trip.
2. Lodging-
 - Team will reimburse hotels at group rate for standard room.
 - Coaches should share rooms (2 per room) wherever possible (unless coach is supervising parent).
 - Phone expenses will be reimbursed up to \$10 per day on hotel phone or cell phone with proper receipts.
 - In-room movies are not reimbursable.

PAYMENT OPTIONS

The following payment options are available for expense payments:

1. Expenses may be paid with cash or personal credit card and reimbursed (advanced approval still required).
2. Expenses may be paid direct to a vendor in advance with a supporting invoice or estimate. If paid in advance, receipts are required to be submitted within 14 days of return from trip. Expenses will not be paid in advance to the coach. Checks will not be written to a vendor or coach with blank amounts.
3. SCSTPA may provide coaches with prepaid Purchasing Cards to be used for business expenditures only:
 - Available for the Head Coach for small administrative purchases (i.e. office supplies, overnight mailings, calling post, etc).
 - Available for special items requiring credit card purchase (software, online ordering, etc) with explicit approval by the Board.

TEAM TRAVEL TRIPS

Team travel trips where SCSTPA is involved in paying any expenses (including coaches meet fees) must adhere to the following:

1. Written notice must be provided to the swimmers and parents at least 2 weeks in advance to detail the expenses associated with the trip. The SCSTPA President and Treasurer must be provided a copy of the notice.
2. The notice shall include total estimated cost to each swimmer and a due date for the swimmer's payment at least 3 days before the beginning of the trip.
3. A list of swimmers attending and their checks must be submitted to the Treasurer before the 1st day of the trip.
4. SCSTPA will only pay coaches meet fees and travel expenses for sessions where more than 15 swimmers are in attendance. If fewer than 15 swimmers, the swimmers must pay for the coaches meet fees in addition to the coaches' airfare, hotel, and meals. The 15 swimmer minimum does not apply to Championship meets. Championship meets include Illinois State Championships, Sectionals, Junior Nationals, Grand Prix series, and Olympic Trials.



Expense Voucher

Name _____

Address _____

Phone # _____

Date Incurred _____

Date Submitted: _____

Reason for Expense:

COACHES

Meet Name: _____

Coach Meet Fees (\$70 per ISI, \$25 per Dual) _____

Coach Travel Expenses : Meals (\$25 per day) _____

Mileage (\$.485 per mile) _____

Lodging _____

Airfare _____

Parking & Tolls _____

Car Rental _____

Other Travel _____

Coach Other: _____

SCSTPA Members

Home Meet Expenses _____

(Concession, hospitality, awards, etc)

Apparel Expenses _____

Team Representative Expenses _____

Other _____

Total \$ _____

Approvals: **Signature of Submitter** _____

Name of Board Member Approver _____

Signature of Approver _____

Treasurer Use Only: Date Received _____

Date Paid _____

Check # _____

Note – Expenses will not be paid without receipts and appropriate approvals.