

MSWA National Team Coaching Staff Travel & Expense Policy

Purpose:

To define the travel reimbursement policy for MSWA coaches and staff participating in officially sanctioned National Team competitions during the 2025 summer season. This policy ensures consistency, fairness, and fiscal responsibility.

Our Policy:

- Coaches & Official Referees
 - The MSWA will pay for travel and expenses to cover up to 3 coaches per National Dual competition and up to a 5.5 athlete-to-coach ratio for Fargo.
 - MSWA will cover reasonable flights and hotels for all official coaches to national team events. These coaches must be approved by the Directors in advance and included within their budgets. MSWA will cover hotel accommodations at or below the GSA per diem lodging rate for the destination city. If coaches choose to stay at a team hotel, MSWA will attempt to book and pay it directly. If alternate accommodations are necessary, reimbursement will not exceed the GSA lodging rate unless pre-approved.
 - MSWA will reimburse for round-trip economy class airfare. Approval must be received in writing prior to purchasing the flights.
 - Up to \$50 per diem per coach will be reimbursed for food and incidentals. If a team dinner is provided, then the coach will receive a cap of \$25 per day for food reimbursement. Receipts are not required for per diem reimbursement.
 - Baggage fees, Uber/Lyft, and parking are reimbursable with receipts.
 - If a National Competition is drivable (less than 300 miles), then the MSWA will reimburse for mileage at the current IRS mileage rate (2025 rate: \$0.67 per mile). Tolls may also be reimbursed, and receipts are not required.
 - Rental car and van costs will be reimbursed but they must be approved in advance.
 - Coaches are expected to share rooms at a ratio of 2 coaches per room.
 - Athletes are also expected to share rooms at a ratio of 2-4 athletes per room.
 - National Team Directors or National Team Coaches may approve athlete private coaches to join National Team competitions. These coaches may receive coaches' bands, if applicable, and join in team meals but their T&E will not be covered.
 - Per SafeSport guidelines: coaches and athletes, nor mixed genders, may not share rooms unless the adult is a legal guardian or permitted related party.
- Official Chaperones, Media Specialists, Parents and Volunteers

- The MSWA will not pay for travel or lodging for chaperones, volunteers, parents, media, or trainers unless it is required by the event.
- The MSWA is happy to include these individuals in team meals and to cover those meal expenses if they are traveling as members of the delegation.
- Exclusions
 - The MSWA will not reimburse for alcohol, room service, mini-bars, personal items, travel upgrades, or expenses for family members, friends or guests.
- Reimbursement
 - All receipts must be turned into the Treasurer within two weeks after the end of the competition to be eligible for reimbursement. Receipts may be turned in immediately.

We are one team, if in doubt please contact the Board.

Last Updated: May 2025