



Reimbursement Policy for Coaches and Board Members

Board Members:

- Upon request, board members will be reimbursed for U.S. Lacrosse memberships, background checks, and other certifications that are required in order to serve on the Penn Kingsmen Lacrosse board.
- Board Members may be reimbursed for additional club-related training. Any such training must be approved in advance by the board.

Coaches:

- Upon request, coaches will be reimbursed for U.S. Lacrosse memberships, background checks, coaching certifications, and other licenses that are required in order to serve as a coach for Penn Kingsmen Lacrosse.
- Coaches may be reimbursed for additional lacrosse-related coaching training. Reimbursement of such training expenses is subject to budget constraints and pre-approval by the board.
- For away games that are held at least 60 miles away (120 miles roundtrip) and held on back-to-back dates, coaches may request reimbursement for hotel costs (one night for a two-day tournament, two nights for a three-day tournament, etc.). Hotel cost reimbursement is limited to \$150 per night unless otherwise authorized by the board.
- For away games that are held at least 60 miles away (120 miles roundtrip), coaches may request reimbursement for personal vehicle mileage.

General:

- A coach or board member who serves as a selected representative of the club at a required event (such as the Indiana Lacrosse meeting) at least 60 miles away (120 miles roundtrip) may request reimbursement for personal vehicle mileage.
- Any coach, board member, committee member, or other club representative may submit a request for reimbursement of board-approved expenses incurred on behalf of the club.
- Any coach, board member, committee member, or other club representative seeking expense reimbursement must submit a request for reimbursement to the Treasurer, along with the proper receipts, within 30 days of the expense. The Treasurer may also request the completion of a Kingsmen Lacrosse Expense Report. Any reimbursement requests submitted outside this timeframe or lacking proper documentation may be rejected.
- All mileage reimbursements will be at a rate of \$0.30 per mile.



Expense Report and Reimbursement Request

(Please include receipts/invoice and submit within 30 days of original expense.)

Total Expense Amount \$ _____ Date of Expense _____

Individual/Vendor Name: _____

Individual/Vendor Address: _____

Explanation of Expense: _____

Receipts/Invoice Attached (Y/N)?: _____

Associated PBL Committee Name (if applicable): _____

PBL Board Member Name/Signature: _____

Return completed form and attached receipts to:

Penn Boys Lacrosse Club
Attention: Treasurer
PO BOX 466
Granger IN, 46530

PBL Check #: _____ Check Amount: _____ Date Paid: _____

Treasurer Approval: _____