

**APOLLO GYMNASTICS PARENT ASSOCIATION  
Coach Advance/Reimbursement Policy**

It is the policy of the Apollo Gymnastics Parent Association, referred to as AGPA hereafter, to **assist the coaches in carrying out the duties associated with attending meets**, while at the same time complying with the IRS Regulations and generally accepted accounting principles. This policy became effective on August 10, 2011.

<b>Meet Distance Information</b>	
<b>Home Meets</b>	Meets that are held at Apollo Gymnastics. For this type of meet the following expenses are allowable: <ul style="list-style-type: none"> <li>➤ Session Fees</li> </ul>
<b>Local Meets</b>	Meets that are within the DC Metro area, within one hundred (100) miles of Apollo Gymnastics, are considered local meets. For this type of distance, the following expenses are allowable: <ul style="list-style-type: none"> <li>➤ Session fees</li> <li>➤ Meal per diem</li> <li>➤ Mileage</li> <li>➤ <b>Hotel on a case by case basis</b></li> </ul>
<b>Area Meets</b>	Meets that occur at a distance between approximately one hundred (100) and two hundred fifty (250) miles from Apollo Gymnastics are in this category. As conditions dictate, an area meet will be treated as either a local or long-distance meet. For this type of distance, the following expenses are allowable: <ul style="list-style-type: none"> <li>➤ Session fees</li> <li>➤ Meal per diem</li> <li>➤ Mileage</li> <li>➤ Hotel</li> </ul>
<b>Long Distance Meets</b>	Meets that occur at a distance over two hundred fifty (250) miles from Apollo Gymnastics is considered long distance. For this type of distance, the following expenses are allowable: <ul style="list-style-type: none"> <li>➤ Session fees</li> <li>➤ Meal per diem</li> <li>➤ Airfare</li> <li>➤ Hotel</li> <li>➤ Car Rental/Gas</li> </ul>
<b>Meet Financial Information</b>	
<b>Session Fees</b>	\$75.00 per session, per coach (maximum \$250.00 per day, per coach)
<b>Meals</b>	\$35.00 per day of travel according to Meet Reimbursement Levels described above. The following criteria must be followed: <ul style="list-style-type: none"> <li>➤ If the time of departure for the meet session must occur the evening prior because of an 8:00 AM start time, meal per diem will be paid for that day of travel.</li> <li>➤ In the event that a meet completes and arrival at home would be after 11:00 pm, as stated in hotel requirements, a meal per diem will be paid for the return travel the following day.</li> </ul>
<b>Mileage</b>	Calculated at the current IRS Standard Mileage Rate from Apollo Gymnastics to location of meet and return trip. A mileage allowance can also be made for travel between venue and hotel when necessary.
<b>Hotel</b>  <b>Hotel (Con't)</b>	Meets that fall under the Area & Long Distance Meets will be approved at \$125.00 per night, per room. For regions that are high cost, special consideration will be provided and approved by AGPA. Hotels will be reserved by the AGPA for the coaches. AGPA debit/credit cards will be used when available and those AGPA representatives responsible for reservations will ensure a signature authorization is on file, when

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	<p>necessary, with the hotel prior to arrival date. An itinerary with reservation information will be provided to those traveling one week prior to the meet. The following criteria must be followed:</p> <ul style="list-style-type: none"> <li>➤ The meet must be more than 100 miles from Apollo Gymnastics in Woodbridge, VA, <b>except for the voted on exceptions for local meets.</b></li> <li>➤ The time of departure to arrive for the meet session (in which the gymnasts competing are those that the coach is responsible for) is prior to 8:00 AM.</li> <li>➤ The time of arrival at home, if leaving the meet immediately following the meet session (in which the gymnasts competing are those that the coach is responsible for) and allowing an hour for dinner, is after 11:00 PM.</li> <li>➤ Coaches will assume their own lodging expenses if they wish to "arrive early" or "depart late". That is, if they wish to arrive earlier than necessary to take care of their coaching obligations or extend their stay after their obligations are fulfilled.</li> </ul>
<p><b>Airfare</b></p>	<p>Airfare will be reserved by the AGPA for the coaches. An itinerary with reservation information will be provided to those traveling one week prior to the meet. The following criteria must be followed:</p> <ul style="list-style-type: none"> <li>➤ Airplane tickets will be purchased by the AGPA.</li> <li>➤ Only economy class airfare, purchased 14 days in advance will be provided. First class or business class airfares will not be provided.</li> <li>➤ Airfare is approved up to \$500 for domestic/\$750 for foreign. If special consideration is required, the AGPA board will need to approve.</li> <li>➤ After a ticket has been issued, the Coach is responsible for the cost of any changes to the ticket not related to meet obligations.</li> <li>➤ <b>For all meets less than 4 days long, only carry-on bags will be approved.</b></li> <li>➤ <b>For all meets 4 days or longer, each Coach is allowed one checked bag.</b></li> <li>➤ <b>All Coaches must use the economy parking lot. The AGPA will only reimburse up to the economy rate of \$10/day.</b></li> </ul>
<p><b>Car Rental</b></p>	<p>Car Rentals will be reserved by the AGPA for the coaches when air travel is required. An itinerary with reservation information will be provided to those traveling one week prior to the meet. The following criteria must be followed:</p> <ul style="list-style-type: none"> <li>➤ Full size sedan will be provided (ex. Taurus/seats 5 adults)</li> <li>➤ A van will be provided if necessary to transport 4 or more gymnasts.</li> <li>➤ Coaches will be responsible for any upgrades in the rental car.</li> <li>➤ Transfers to and from the airport will be reimbursed. Receipts must be provided for reimbursement.</li> <li>➤ Actual costs for round-trip transfers between office/home and the airport or airport parking will be reimbursed. Receipts must be provided.</li> <li>➤ Gas will be reimbursed for the rental car. Receipts must be provided for reimbursement.</li> </ul>
<p><b>Allowable Expenses</b></p>	<ul style="list-style-type: none"> <li>➤ Tolls and parking paid for personal or rental vehicles during the course of the trip are allowable. An expense report must be filled out and receipts must be provided.</li> </ul>
<p><b>Unallowable Expenses</b></p>	<ul style="list-style-type: none"> <li>➤ Any incidental charges not covered in this policy are not reimbursable.</li> <li>➤ Social activities such as team meals and camps.</li> <li>➤ Personal expenses incurred while on travel such as movies, phone charges at hotels, laundry, and valet services.</li> </ul>

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<b>Unallowable Expenses (Con't.)</b>	➤ Fines and penalties resulting from violations or failure to comply with Federal, State and local laws and regulations are not allowable (such as traffic violations).
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**FINAL**

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<b>Travel Advance/Reimbursement Process</b>	
Step 1	When a session/meet schedule has been released, the Head Coach must submit a Travel Advance Request in order for the funds to be distributed to the coaches prior to the meet. This report will detail the exact dates of the meet, # of sessions that are to be worked, which coaches will work which sessions and the location/address of the meet so accurate payment can be provided. The Meet Director and AGPA Treasurer will assist with the completion of these forms.
Step 2	The Travel Advance Request must be approved by the Head Coach and turned in to the AGPA Treasurer the Saturday prior to the meet.
Step 3	Advance will be paid to the requester no later than one day prior to the dates of travel. When applicable a coach will also be issued a debit card to use for hotels and rental car, etc. This debit card will be given at the same time as advance payment.
Step 4	Expenses occurring during the trip that have not been paid in advance will be considered for reimbursement when a Travel Expense Adjustment Request is submitted. The Travel Expense Adjustment Request form must be submitted within five (5) days of return from the trip. Receipts for reimbursement <b>must</b> be submitted with the Travel Expense Adjustment Request. Allowable expenses include tolls, parking fees, rental car gas, and hotel or rental car expense when charged to personal card. The Travel Expense Adjustment Request must be submitted to the AGPA Treasurer.
Step 5	Approved Travel Expense Adjustment Requests will be paid to the coaches within seven (7) days from the date the report is submitted to the AGPA Treasurer.

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**Effective August 10, 2011**

This signed document will acknowledge the receipt and understanding of the Apollo Gymnastics Parent Association Coach Advance/Reimbursement Policy and other information as set forth in this acknowledgement receipt.

The Head Coach is required to submit Travel Advance Request forms to the AGPA Treasurer a week prior to the meet. The advance will be paid to the requester no later than one day prior to travel. Any expenses incurred during the travel must be submitted on the Travel Expense Adjustment Request. This must be completed within five (5) days of return from the trip. Receipts for reimbursement **must** be submitted with the Travel Expense Adjustment Request. Approved Travel Expense Adjustment Requests will be paid to the coaches within seven (7) days after the report is submitted to the AGPA Treasurer.

Per IRS rules, all mileage, per diem and session fees will be included as income on form 1099 at the end of each calendar year. Any expenses which are direct reimbursements (hotel charges, rental car charges, parking, etc.) where receipts were submitted will not be included as income on the Form 1099.

I, \_\_\_\_\_, (print name) certify that I have received, read, and acknowledge the Apollo Gymnastics Parent Association Coach Advance/Reimbursement Policy. I will abide by and follow all of the procedures and requirements set forth by the Apollo Gymnastics Parent Association through this Coach Advance/Reimbursement Policy.

\_\_\_\_\_  
Coach Signature

\_\_\_\_\_  
Date Signed