

## Referee Travel Reimbursement Policy

### Pend Oreille Cup

To support referees traveling to assist at our tournament while maintaining budgetary responsibility, the following travel reimbursement guidelines apply:

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#### Lodging Reimbursement

- **Maximum Reimbursement:** Up to **\$160 per night**, based on local hotel rates.
  - **Eligibility:**
    - Referee must be available to officiate **both full tournament days (Saturday & Sunday)**. 3 Game minimum on Saturday & Sunday or 7-8 total over the weekend if including Friday.
    - If traveling to the tournament because a child is playing and parent or relative is certified – **3 Game minimum per day OR 6-8 total over the weekend if including Friday** is required for lodging reimbursement.
    - **Maximum of 2 nights** reimbursed (unless pre-approved).
    - **Receipts are required** — no exceptions.
  - **Recommendation:** Referees are encouraged to **share lodging** when possible.
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#### Fuel / Travel Reimbursement – 3 Game minimum per day (1 Game on Friday)

Flat-rate gas reimbursement is available for referees traveling from the following locations and officiating **at least one full day**:

<u>Origin</u>	<u>Reimbursement Amount</u>
Coeur d’Alene	\$50
Spokane	\$70
Kalispell	\$150
Missoula	\$150

- Rates are based on round-trip mileage and fuel costs.

- Travel from **other locations may be reimbursed with prior approval.**
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### Game Assignment Requirements

- **Hotel Reimbursement:** Must be available for **two full days** of officiating or meet the total minimum if including Friday. See details above.
  - **Fuel Reimbursement:** Must be available for **at least one full day** of officiating. See details above.
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### Reimbursement Process

- All reimbursements will be processed **after the tournament**. Please fill out our reimbursement form at the referee tent or you can print & fill out ahead of time. Form can be found on our website [sandpointsoccer.com](http://sandpointsoccer.com).
- Referees must:
  - **Submit lodging receipts** (if requesting hotel reimbursement).
  - **Confirm completed assignments** with the assignor or referee coordinator.

### POC Referee Contacts / Assignors

- Andy Gion - [ajgion@gmail.com](mailto:ajgion@gmail.com)
- Will Schaefer - [will.schaefer@sandpointsoccer.com](mailto:will.schaefer@sandpointsoccer.com)