

## 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)**.
    - Reimbursement is **only available** to referees traveling specifically to officiate — **not** those attending because they have a child playing.
    - **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

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.

- **Fuel Reimbursement:** Must be available for **at least one full day** of officiating.
  - **Note:** Final game assignments are based on tournament needs, but **reimbursement is tied to your availability**, not the number of games assigned.
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### **Reimbursement Process**

- All reimbursements will be processed **after the tournament**.
- Referees must:
  - **Submit lodging receipts** (if requesting hotel reimbursement).
  - **Confirm completed assignments** with the assignor or referee coordinator.

### **POC Referee Contacts / Assignors**

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