



Fusion Soccer & Volleyball Clubs

Expense & Travel Reimbursement Policy

(Version 1.2 - Last Update February 2026)

All Fusion staff, team managers, and volunteers are expected to use sound judgment and discretion when incurring travel expenses. Please be mindful of costs and treat club and team funds with the same care and consideration you would your own—spending thoughtfully, responsibly, and in the best interest of the organization.

APPROVALS

All Fusion staff, team managers, and volunteers are required to obtain approval for their expense reports and other expenses paid and/or reimbursed by Fusion. Fusion assumes no obligation to reimburse individuals for expenses that are not in compliance.

EXPENSE REPORTS AND RECEIPTS

- Expenses should be submitted to your team manager within 2 weeks of travel.
- Expenses must be supported by original receipts. **Credit card statements or screen shots from credit card transactions are not accepted.**
- Reimbursements are completed once per month and can be paid via a check from Fusion, PayPal, or direct deposit (for employees only). The desired method of payment should be selected at the time of submission.

ALLOWABLE (REIMBURSABLE) EXPENSES

These guidelines identify allowable expenses for tournaments considered to be of sufficient distance from the Twin Cities as to require an overnight stay at a multiple day tournament.

Long Distance Travel Tournaments

- **Food** – \$65 per diem for each full travel day or actual food expenses, **whichever is lower**. Inclusion of **itemized** receipts is required for food expense submissions.
- **Hotel** – Coaches are expected to stay in the team hotel. Hotel reimbursements will be limited to the actual amount spent or the price of the team hotel, **whichever is lower**.
- **Transportation** – Certain cities, (included in Exhibit 1) are considered “drivable” locations. For Exhibit 1 cities, the total reimbursable amount related to travel to, and from, the tournament is the lower of actual expenses incurred or the allowance amount listed in Exhibit 1, **regardless of mode of travel**.

Examples: Allowance for travel to and from **Chicago** using the following travel options:

Travel Mode	Allowance	Receipts
Personal vehicle	\$580 (includes gas allowance)	No receipts required
Rental car + gas	Actual expenses (up to \$580)	Receipts required

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Airfare + rental car expenses	Actual expenses (up to \$580)	Receipts required
Airfare + public transportation	Actual expenses (up to \$580)	Receipts required
Other scenarios	Actual expenses (up to \$580)	Receipts required

- **Air Travel** – Covered at the lowest available coach fare for a direct, non-stop flight from MSP, provided the ticket is purchased no later than 30 days prior to the tournament start date.
 - Booking an upgraded airfare at the expense of Fusion is not permitted.
- **Rental Car** – Covered, when traveling by air, at the compact or mid-size car rate. Reservations are expected to be made at the same time airfare is booked to ensure availability and cost efficiency.
 - The prepaid fuel option should **not** be selected.
 - Please also consider alternative transportation options and use courtesy cars or rideshare services (e.g., Uber) when feasible and cost-effective.
 - In the event of a rental car accident, the renter must promptly:
 - Contact local police and file a police report, as appropriate.
 - Contact the rental car company and complete the required accident report.

Unallowable Expenses

- Fusion does not reimburse for movies, entertainment, alcoholic beverages, valet service, expenses for spouse, friends, relatives, team players or families, personal care items, etc.
- Fines or tickets issued for accidents, parking violations, or other infractions are the sole responsibility of the individual renting or operating the vehicle.
- When personal travel is combined with a tournament or other team-related travel, the personal portion of the expense is not eligible for reimbursement. For “blended” expenses (e.g. additional hotel nights, extended airfare dates, or alternate flight connections), the personal portion must be calculated and deducted prior to submitting the expense.
 - The personal component should be determined based on either: 1) the actual cost, or 2) the equivalent cost of the trip or expense solely related to the Fusion activity.



EXHIBIT 1

Personal Mileage Reimbursement Amounts for Cities Determined to be Drivable.

State	City**	Maximum Expense Allowance*
Iowa	Cedar Rapids	\$416
Iowa	Des Moines	\$369
Illinois	Chicago	\$580
Indiana	Westfield	\$870
Kansas	Kansas City	\$646
Minnesota	Duluth	\$240
Minnesota	Rochester	\$149
Missouri	St. Louis	\$826
Wisconsin	Madison	\$408
Wisconsin	Milwaukee	\$507
Wisconsin	Wisconsin Dells	\$332

* Based on 2026 approved IRS mileage rate = \$0.725 / mile

** If a city is not included on this list but is located within reasonable proximity to a listed city, please consult your Director of Coaching for guidance.