

HBC TEAM ALLOWANCE POLICY

I. HBC will reimburse each team \$200.00 per Season for Approved Expenses

A. Teams that may qualify for an Allowance

1. Travel Teams Registered to play league games ie: LIJSL, CJSL, USClub
2. Pre-Travel Teams Registered to play league games ie: LIJSL, CJSL, USClub

B. Teams NOT qualified to receive an Allowance

1. Tournament Teams
2. Pre Travel Teams that have training supplied by HBC

C. Approved Expenses

1. Tournament cost – Paid acceptance letter
2. Uniforms, Warm-ups, Bags, Equipment
3. Travel expenses ie: Bus expense, Airfare, Hotel
4. Trainer cost
5. Field, Lighting and Indoor Facility Rental Fees

B. Reimbursement will be made to the Coaches and or Team Accounts

1. Completed & Signed HBC form: **TRAVEL TEAM ALLOWANCE REQUEST**
2. **Proof of payment** must accompany copy of invoice with request for reimbursement
3. **Proof of payment**
 - a. Copy of canceled check
 - b. Copy of credit card charge
4. **DO NOT SEND A HAND WRITTEN EXPLANATION OF AN EXPENSE**

II. Mail your request for Team Allowance to

HBC - Treasurer (Ray Ferranti)
PO BOX 1332
Melville, NY 11747-0436

III. DO NOT CALL, EMAIL OR FAX ME A REQUEST

IV. If you do not receive a check within two weeks please send a follow-up Email

To: rferranti@hbcsooccer.com