



# West Central District III

OF WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

**2018-19**  
**EXPENSE REIMBURSEMENT ALLOWANCES**  
(Only State Bracket or State Regional Events)

**NOTE: REIMBURSEMENT REQUESTS ARE ONLY ACCEPTED ON-LINE**  
**AT WCDIII WEBSITE UNDER "FORMS"**

*\*See Guideline Criteria*

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**LODGING**

# of participants..... @ \$20.00 each, times number of nights  
# of coaches/advisors.... @ \$50.00 each, times number of nights

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**FOOD**

# of people..... @ \$ 5.50 each per meal allowance

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**TRANSPORTATION\*\***

50+ participants..... @ \$ 2.25 times round trip miles  
15-49 participants..... @ \$ 1.50 times round trip miles  
8-14 participants..... @ \$ .50 times round trip miles  
1-7 participants..... @ \$ .25 times round trip miles  
Ferry Tolls..... \$ \_\_\_\_\_

**\*\*According to www.mapquest.com (or equivalent) mileage**

**\*As per West Central District III Board, total reimbursement to be determined and paid after end of fiscal year.**



# West Central District III

## OF WASHINGTON INTERSCHOLASTIC ACTIVITIES ASSOCIATION

### 2018-19 REIMBURSEMENT GUIDELINES

Note: There is **NO** reimbursement for participation in WCD sponsored events, sub-regional, or **Bi/Tri District** events other than those sports/activities listed below. Exceptions to these guidelines can be appealed to the WCDIII Board for consideration.

#### GENERAL

1. Reimbursement is only for teams who participate in Regional Baseball, Basketball, and Wrestling, and in State bracket rounds in all other sports. This does **not** include **alternates**. The maximum number for reimbursement shall be according to the WIAA Guidelines in that sport/activity. WIAA State **Forensics, Dance/Drill, and Cheer**, events are also eligible for reimbursement. **Forensic, Dance/Drill, and Cheer** forms are due by **April 13** (See number 5 below)
2. **NO** reimbursement for: alternates, managers, statisticians, trainers, cheerleaders (other than state cheerleader competition).
3. Reimbursement for coaches' (advisors') expenses will be based on the following ratio:  
1-10 participants = 1 coach, 11-24 = 2 coaches, 24-33 = 3 coaches, 34-50 = 4 coaches. No consideration is given for gender.
4. At State in Cross Country, Golf, Tennis, Track, and Wrestling, if the combined number of participants consists of at least one boy and one girl, the WCDIII will reimburse for a minimum of two coaches. Note: For reimbursement, the WCDIII office must be notified of this exception.
5. Claim forms must be **submitted by a school administrator or Athletic Director**.
6. As per West Central District III Board, total reimbursement to be determined and paid after end of fiscal year.
7. The total amount sent to WCDIII schools is the end of year fiscal balance, less required minimum cash reserve as per WCDIII Constitution.
8. Checks will be made payable to the school, not to individuals.
9. *The WCDIII office will post the date when activation to submit on-line can begin.*
10. Claim forms must be submitted **on-line** to the WCDIII Director **following** (not before) the completion of the event in which the school participated. Claims received after the closing date listed below for each season will **NOT** be honored:

**Fall: Open- Nov 26; Close- December 7 Winter: Open- April 1; Close-April 12 Spring: Open-May 27; Close-June 7**

#### LODGING

1. A team or individual must travel at least **150** miles one way before lodging is reimbursed. The number of night's lodging will be based on the following:  
Length of Event – (Only count the days team or individuals are participating)  
Ex: One-day event = one (1) night's lodging, Two-day event = two (2) night's lodging.
2. **Exceptions to lodging for coaches may be given because of gender situations. Contact the WCDIII Director for consideration.**

#### FOOD

1. The number of meals allowed will be based on the following:
  - a. Length of event. (Only count the days the team or individuals is/are participating)
  - b. Starting time of event contests.
  - c. Distance traveled to reach event site (city).
  - d. Lunch **and/or dinner** will be allowed while attending a regional and/or state event that requires all day attendance that is less than **75 miles and is a two day tournament. Breakfast NOT reimbursable.**
  - e. **Semi-finals and/or finals only**: One (1) meal will be allowed for participation in a single-event/contest, according to its scheduled time.
    - i. **A two day event less than 75 miles is not reimbursable for breakfast.**
    - ii. **A one day event less than 150 miles is not reimbursable for breakfast.**

#### TRANSPORTATION

1. Transportation costs will be reimbursed for total miles traveled (round trip) from city to city according to [www.mapquest.com](http://www.mapquest.com). (or equivalent).
2. The type of vehicle for which reimbursement is paid will be in direct relationship to the number of participants.
3. Mileage from event site to hotels, restaurants, etc. is **NOT** reimbursable.
4. A single mileage claim shall be submitted if both boys and girls are competing in Cross Country, Golf, Tennis, or Track (if the contest is held at a common location/city).