

# STMHA

## Local Transportation Stipend Policy

### **Applicability/Intent**

To attract and retain talented coaching personnel, through provision of local transportation assistance, where the individual does not possess personal transportation and adequate, affordable public transportation (subway, bus) is not available due to location, time of day or need for equipment transport.

The intent is not to subsidize or fund vehicle running costs for those STMHA personnel in possession of their own personal transportation – nor is it the intent to provide temporary financial assistance in times of vehicular breakdown, or any other periods of vehicle unavailability.

This policy is not applicable to STMHA league members (i.e., players and/or parents), including parent(s) fulfilling STMHA coaching appointments.

Policy is intended to cover local transportation costs only (i.e., metro Shanghai) and is not applicable to travel expenses to 'away' events, or transportation costs incurred at 'away' events.

Policy is intended to cover transportation costs related to enabling participation in team game/practice activities (including scheduled off-ice practice events), and is not intended to cover participation in other STMHA activities, even if the activity is a 'team event'.

### **Policy**

Coaching personnel meeting the stipulated requirements shall be entitled to reimbursement of local transportation expenses for travel between their place of residence and the applicable STMHA event site.

### **Policy Requirements/Limits**

Local transportation stipend to be applied on a reimbursement basis only, reimbursed at actual costs incurred supported with government issued receipts ('fapiao'), and is subject to a policy limit of RMB200 per event supported.

### **Reimbursement Process**

Claims for reimbursement of local travel expenses should be submitted, with accompanying receipts, to the STMHA President or Vice President for approval. The approved claim will then be provided to the STMHA Treasurer for payment out of general league overhead funds.

### **Dispute**

Approval of submitted claims and interpretation of this policy remain at the sole discretion of the STMHA Executive Board.