

## **St. Louis ASA Umpire Association - Travel Expenses – Guidelines**

St. Louis ASA League & Tournament Games (Effective 2014): The association will reimburse umpire(s) up to amount indicated below for travel to/from home/game site *provided sufficient notice was not given before arrival, and NO games are played*. Reimbursement will be paid following the event. For league play, umpires need to check the rain number before leaving home/work, or 4:00 pm, whichever is later, then notify the league coordinator via email or phone the day of the event in order to be reimbursed. League coordinators will forward information to association in order to be paid during a regular pay period. For tournament play, tournament UIC's or "Working UIC's" must submit information in their post tournament summary forms, or notify the association the day of the event. Umpires are expected to register with TournamentASA for EACH tournament they are assigned. Failure to prove registration negates reimbursement.

- Each Umpire: ½ of the base salary for each game (Currently \$10.00 SP / \$17.50 FP)

ASA National Umpire School: The association will reimburse umpire(s) up to the amount indicated below, or the actual gas costs - whichever is less, for travel to/from said school. Reimbursement will be paid following the school, and driver must submit gas (only) receipts to receive payment. Reimbursement will go to the driver only, and umpires are encouraged to car pool. Should more than four umpires attend one school, then expenses will be divided evenly among the driver of the car(s), provided that each have the same amount of passengers (+/- one).

**Submitting Receipts:** Umpires are expected to have a full tank of gas before departing their home (paid at their expense). Receipts for gas while traveling, and once you return home (fill tank again) should be submitted for reimbursement.

- Each Umpire: \$30.00, or Actual cost of gas (receipts required) – whichever is less.

ASA Advanced National Umpire School: The association will reimburse each umpire up to \$200.00 of their entire expenses attending an ASA Advanced National Umpire School/Camp. Reimbursement will be paid following the event, and the umpire must provide our association with a copy of their completed school/camp certificate. Reimbursement will be based on the umpires numbers of games umpired the previous year. A minimum of 80 Fast Pitch games, and 175 Slow Pitch games, are required for full reimbursement. Umpires may receive a "pro-rated" reimbursement for 40+ Fast Pitch, and 100+ Slow Pitch games. Reimbursement will not be paid for fewer than the "pro-rated" requirements.

ASA National Championship: The association will reimburse Host Exchange (HE) umpire(s) up to the amount indicated below, or the actual gas costs - whichever is less, for travel to/from their ASA National Championship. Additional expenses are the responsibility of the individual umpire. Reimbursement will be paid following the championship, and driver must submit gas (only) receipts to receive payment. Reimbursement will go to the driver only, and multiple umpires are encouraged to car pool. Should more than one umpire attend the same championship, then expenses will be divided evenly among the driver of the car(s), provided that each have the same amount of passengers (+/- one). At Large and Rotational umpires may get reimbursed for any additional cost of travel not paid by the ASA National Office – up to the amount indicated below.

**Submitting Receipts:** Umpires are expected to have a full tank of gas before departing their home (paid at their expense). Receipts for gas while traveling, and once you return home (fill tank again) should be submitted for reimbursement.

- Host Exchange Umpire: Not to exceed \$150.00, or Actual cost of airfare / gas (receipts required).