



KANSAS REFEREE DEVELOPMENT

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State Referee Administrator*

*TO: KANSAS USSF INSTRUCTORS
KANSAS STATE REFEREE COMMITTEE*

*04/10/07
updated 02/25/10*

FR: BILL DAVEY – SRA

RE: INSTRUCTION POLICY LETTER #1(Revised)

Effective upon receipt of this letter, all instruction requests for reimbursement forms must contain(in the information box) the clinic name/type, clinic number, clinic location, number of students, number of additional instructors, and the additional instructors names.

*Once the Certification forms have been reviewed by the instructor, the forms, along with the money will be forwarded to the SRA's Office(in a timely manner). The request for reimbursement form should be sent to the office of the SDI for approval of expenses. The SDI will send those forms to the SRA, who will then authorize payment by the SRC Treasurer. ****This is a change from last year*****

The Lead Instructor is responsible for the accurate preparation of the Certification Forms by attendees, insuring that all required fields are populated. The Lead Instructor is also responsible for completing the Administrative Box at the bottom right portion of the Certification Form. A Lead Instructor, when more than one instructor is scheduled, will be assigned by the SDI. The Lead Instructor will be paid 1 additional hour, beyond the scheduled start/finish time of the clinic, in order to process the forms in the proper manner.

EXPENSE GUIDELINES:

- 1. Hourly rate will start at the scheduled Clinic Start Time and end at the Clinic end time.*
- 2. Mileage rate is \$.30 per mile(total miles) and is appropriately reimbursed when traveling 50 miles or more one way.*
- 3. Meals and/or per diem will be paid only when overnight stay is required.*
- 4. Per Diem rate is \$30 per day and will be paid for travel the night before a scheduled clinic, if night before travel is required.*
- 5. Cost of mailing, coping forms will be reimbursed, but not paperclips, instructor's pens, pencils, etc.*
- 6. Overnight stay must be assigned by, or approved by the SDI and/or the SRAI.*

7. *If, in the rare occasion a separate retest session is required, reimbursement for that session will be paid. The first preference is to conduct retests in conjunction with other previously scheduled clinics.*
8. *Time spent traveling is not a reimbursable item of expense.*
9. *Hotel/Motel reimbursement will be paid only for the actual amount of the room, plus appropriate taxes.*
10. *Receipts for all items not included in the hourly clinic rate must be attached to the request for reimbursement form. With the exception of per diem and mileage.*
11. *Highway Tolls will be reimbursed.*

If there is any misunderstanding of what should be filled out on the forms by the attendees, the Lead instructor, or questions involving expense guidelines, the SDI or SRA will be more than pleased to provide assistance or necessary training.

*Ian W. 'Bill' Davey
Kansas
State Referee Administrator*

Cc: SRC

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