

REGION IV EXPENSE REIMBURSEMENT POLICY

This policy sets the guidelines for reimbursement of travel-related and other types of out-of-pocket expenses incurred on behalf of Region IV.

Allowable Travel-Related Expenses

Covered Travelers: The travel-related expenses of the following individuals will be covered under this policy:

- Region IV officers attending all meetings that include a Region IV Council meeting plus all meetings of the Region IV presidents/leaders, unless those expenses are reimbursed by others such as USASA or state associations.
- Region IV Referee Committee Chair attending the Region IV National Cups events, the Region IV SRA workshops and when appropriate the USSF Referee Program Workshops.
- Region IV Cup Commissioner attending the Region IV National Cups events.
- Any travel approved in advance by the Region IV Director.

Airlines: Coach or economy flights only. Travelers are expected to use the most cost effective routing when traveling by air. If airfare is over \$450, approval is needed from the Regional Director.

Upgrades are not reimbursed. Baggage fees will be reimbursed with receipt for one bag each way.

The original invoice, which includes the cost, ticket number and transaction fees, must be included with the Region IV Expense Report. A copy of the charge statement will not be sufficient support for reimbursement.

Airport parking: Economy/long-term will be reimbursed with receipt.

Rental cars: Usage of rental cars, including the selection of the rental car company and the type of car, must be reasonable under the circumstances and only will be reimbursed with a receipt.

Taxis or Shuttles: A receipt is required for any expense over \$15.

Personal Vehicle: Mileage will be reimbursed at \$0.40 per mile or at the then current IRS rate for charities. If you choose the higher rate, then you are required to report the difference between the rates as income on your personal tax return. The number of miles must be reasonable under the circumstances.

Lodging: Only the base room charge plus applicable taxes will be reimbursed. Excluded items include charges for food and movies. Submission of a room bill is required.

Meals and Miscellaneous Expenses: When traveling, Region IV will reimburse fixed amounts for a full day and for half a day on a per diem basis to cover the cost of meals and miscellaneous expenses such as parking meters and tips to airport baggage handlers. The amounts will be those for destinations as determined on the US General Services Administration's web page "Per Diem Rates Look-Up", in the "Meals and Incidental Expenses (M&IE) Breakdown" section after entering destination information, at <http://www.gsa.gov/portal/category/100120>. Do NOT submit receipts for these types of expenses.

Exceptions: Any exceptions to the above policies will be considered on an individual basis and will be at the discretion of the Regional Director.

Out-of-Pocket Expenses for Other Than Travel

Expenses incurred that do not relate to travel must be reasonable under the circumstances and only will be reimbursed with a receipt.

Reimbursement Process

All reimbursement expenses must be submitted to the Region IV Treasurer on the Region IV Expense Report form.

Expense report should be submitted with receipts within 30 days of completion of travel or after other types of out-of-pocket expenses have been incurred.