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**TRAVEL POLICIES & PROCEDURES
OF
USA Shooting (USAS)**

Change Log:

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USAS – Travel Policies & Procedures

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1. TRAVEL ADVANCES

A. Travel Advance Policy

Travel advances in either U.S. or foreign currency may be granted to staff members, coaches, and team managers who are traveling domestically or internationally. Advances are intended to support expenditures for which credit cards are unacceptable forms of payment. Advances are not preferable, however are sometimes necessary given the criteria of certain vendors with whom **USAS** conducts business. No individual may have more than one travel advance outstanding at any time.

B. Requesting an Advance

A request for an advance must be submitted, in writing, by the staff member, coach or team manager who will be responsible for requesting the advance from the **Travel Coordinator** a minimum of three weeks before the advance is needed. The request must provide detail of what the advance is for (per diem, entry fees, ammunition, etc.) and include the program title and dates. The **COO** or the **Chief Executive Officer (CEO)** must approve the advance request.

C. Advance Reconciliation

The staff member, coach or team manager who requested the travel advance is responsible for reconciliation of the advance. Travel advances will be reconciled through the completion of an expense report which must be submitted to the **Travel Coordinator**. The completed expense report must be accompanied by receipts or other proper documentation that justifies how the advance was spent. Where currency exchanges occur, a receipt documenting the exchange rate must be retained and submitted with the expense report. If the expenses supported by the cash advance do not total the balance of the advance issued, the individual is responsible for returning the remaining funds to **USAS**.

2. PREFERRED TRAVEL PARTNERS

A. Use of Preferred Travel Partners

Travel-related partners show their commitment to Team USA through discounts and preferred rates. USAS travelers (staff, athletes, judges, volunteers, Board members, etc.) should honor these partners' commitment by maximizing use of their services in the conduct of day-to-day business. Travel Partner selection for individual trips shall be made by the Travel Coordinator. Deviations from the itinerary provided by the Travel Coordinator may result in that expense not being reimbursed.

B. Rental Car Partners

USAS does not currently have preferred Rental Car partner. Rental cars shall be booked by, or in consultation with the USAS Travel Coordinator.

[Guidance on insurance coverage here]

**Please note that corporate insurance is not included for personal rentals.*

C. Hotel Partners

USAS does not currently have preferred hotel partner. Trips including more than four rooms shall be booked by, or in consultation with the USAS Travel Coordinator.

3. BOARD TRAVEL

A. Air Travel

Board members traveling for official **USAS** meetings/business will be provided airfare according to the following stipulations:

- I. Travel arrangements should be made a minimum of three weeks in advance through the **USAS Travel Coordinator**. If, due to **USAS**-initiated reasons, travel is booked less than two weeks in advance (i.e., meeting was called less than two weeks in advance), **USAS** will provide complete reimbursement of airfare expense. However, if any ticket being purchased to attend an official **USAS** meeting/business will cost more than \$750, the board member must obtain prior approval from the CEO or designate for the purchase of the ticket.
- II. If changes to already purchased itineraries are made, Board members are responsible for all change fees and costs associated with a difference in fares, unless the change is a result of an **USAS** action.

B. Ground Travel

Round trip transportation will be provided to and from the airport and meetings. If a board member chooses to make his or her own travel arrangements or to rent a car or use other ground transportation options for personal use, the rental car reservations and costs are the responsibility of board members. If ground transportation is not provided, Board members will need to make their own travel arrangements. It is expected that the least expensive option will be booked that is commensurate with the needs of the board member, or as applicable, utilize the company with whom **USAS** has a pre-negotiated contract rate. Receipts must be submitted to the **[Director of Finance]** for reimbursement within 30 days.

When personal vehicles are utilized for **USAS** authorized travel, reimbursements will be issued at a rate determined on an annual basis by the CEO, with consideration given to the current IRS mileage rate (see www.irs.gov).

C. Hotel Accommodations

USAS will provide housing options available to board members. If board members utilize options presented, **USAS** will cover all lodging expenses (room plus applicable taxes). If a board member chooses to utilize a non-**USAS** suggested hotel or rental property, the Board member is responsible for the lodging expenses. Board members are responsible for making their own arrangements. If housing options are not provided, Board members will need to make their own hotel arrangements. Economy hotels should be used under normal circumstances and rates between hotels must be compared to find the most economical option available. Receipts must be submitted to the **Travel Coordinator** for reimbursement within 30 days.

All travel reimbursements made to Board members will be reviewed and approved by the Board

of Directors Treasurer, except that the Board of Directors Treasurer's reimbursements will be reviewed and approved by the Board of Directors Chairman.

4. ATHLETE/STAFF/EMPLOYEE TRAVEL

USAS will provide comfortable, but economical, travel arrangements for employees, volunteer staff, and athletes in accordance with the budget line items by which the travel is funded.

A. Air Travel

Air travel for coaches and team members will be arranged by the **Travel Coordinator**. Air travel by other employees will be arranged on a case-by-case basis. All air travel will be coach class. Selection of routing and carriers is the responsibility of the **Travel Coordinator** and shall take into consideration cost, firearms transit, and other factors.

If a traveler requests an itinerary that differs from the group, the **Travel Coordinator** may at his/her option purchase for the traveler the desired itinerary; however, that individual will be charged for any extra costs associated with the ticket purchase. Also, should an individual request an itinerary change for personal reasons at any point after the original ticket purchase, that individual is responsible for all associated fees and rate variances.

B. Ground Travel

The Travel Coordinator is responsible for arranging rental vehicles for coaches and team members. Ground travel by other employees will be arranged on a case-by-case basis. It is expected that the least expensive car will be booked that is commensurate with the needs of the traveler. When making reservations, the Travel Coordinator must research various car companies and book whichever offers the lowest total cost, or, as applicable, utilize the company with whom **USAS** has a pre-negotiated contract rate.

When personal vehicles are utilized for **USAS** authorized travel, reimbursements will be issued at a rate determined on an annual basis by the CEO, with consideration given to the current IRS mileage rate (see www.irs.gov).

C. Meals/Per Diem

Meals may be reimbursed via per diem allowance or actual meal expense. The Travel Coordinator or the **COO** shall determine which applies for a given trip. The Coach will be responsible for distribution per diem in hard currency, and the retrieval of unused funds to **USAS**. Before an individual can receive their per diem, they will be required to sign a per diem distribution form which acknowledges receipt of the per diem (Exhibit A). The Coach will be responsible for the per diem distribution form and return it to the **Travel Coordinator** at the end of the given trip. Per diem rates shall be determined prior to each trip by the **Travel Coordinator**. For trips in which meals are included in hotel or other accommodations, per diem will be granted only for the days of actual travel to and from the destination. If meals are not included in hotel or other accommodations, the per diem will be issued for each day the individual is traveling. The daily rate for meal reimbursement must be prorated for partial days as follows: breakfast (20% of per diem), lunch (30% of per diem), dinner (50% of per diem).

For trips where per diem is not issued, and only for trips where per diem is not issued. Actual meal expenses can be reimbursed via submission of an expense report with receipts attached.

Actual expenses will be reimbursed up to the daily per diem rate.

D. Lodging

Hotel accommodations for coaches and team members will be booked by the **Travel Coordinator**. Hotel accommodations for other employees will be arranged on a case-by-case basis. Economy hotels should be used under normal circumstances and rates between hotels must be compared to find the most economical option available. Allowable lodging expenses include the cost of the room and applicable tax, business phone calls, and meals within the per diem allowance outlined above.

E. Other Expenses

All ordinary and necessary expenses of conducting business while traveling are reimbursed by **USAS**. Expenses which qualify for reimbursement or direct payment by **USAS** include business telephone calls, personal telephone calls of reasonable duration and frequency, tips, tolls, parking, airline baggage fees, postage, overnight express charges, taxes, currency conversion fees, cost of obtaining a passport or visa for business purpose, copying, fax charges, business related internet charges and laundry when on a trip of more than seven days. Reasonable health club fees incurred to use exercise equipment are reimbursable if incurred while traveling on business.

5. PER DIEM ALLOWANCE PROVIDED BY OTHERS

When a **USAS** traveler travels to a foreign country for meetings of an international federation or another sponsoring organization, the sponsoring federation will often provide the employee a “per diem” – i.e., a cash payment for each day that the employee is present in that country and attending the meetings, intended to cover certain of the employee’s meal and other incidental expenses while traveling.

The provision of the per diem can raise tax issues for both the employee and the **USAS**. In addition, the acceptance of per diems may, in certain circumstances, create the appearance of a conflict of interest for the employee. This procedure will mitigate these issues, while also providing an efficient means of addressing the permitted use and tax treatment of the per diems.

In the event that an employee:

- A. has received his/her international position or is invited to an international meeting because of the individual’s position with the **USAS** or
- B. travels to the international meeting on **USAS** time (i.e., the employee does not take time off from the **USAS** to engage in such international activity), such employees shall not retain any per diems provided by an international federation for their own, personal use. Instead, these amounts shall, immediately upon receipt by the employee, be the sole property of the **USAS**. Thus, when an employee receives a per diem, he or she shall immediately turn the cash payment over to the **USAS**. If the **CEO** subsequently determines that the employee might, for business purposes, need an amount of cash equal to all or a portion of the per diem while working in the foreign country, the **USAS** will advance that amount of funds to the employee prior to his or her trip. In the event that the employee does not receive the per diem until he or she is already in the foreign country, the employee will be deemed to have turned over to the **USAS** the full amount of the per diem, after

which the **USAS** will be deemed to have advanced the full amount of the per diem to the employee to be used for business purposes. In either event, employees may expend the advanced funds solely for purposes of furthering the **USAS'** business. Employees must substantiate every expenditure of these funds in accordance with existing **USAS** expense reimbursement policies. Proper substantiation will include the amount, date, location, and business purpose of the expense, as well as a list of any other individuals present at the time of the expense (e.g., guests who attended a dinner).

Amounts that are not properly substantiated will be treated as taxable income to the employee and will be included in the employee's annual W-2 wages, subject to income and employment tax withholding and reporting (or comparable treatment for individuals who are not employees). Likewise, any advanced funds that are not expended in the foreign country for business purposes must be returned to the **USAS** promptly upon the employee's return to the United States. Amounts that are not so returned will also be treated as W-2 wages (or comparably). Any amounts expended by the employee in the foreign country in excess of the advanced funds will be reimbursed only pursuant to the **USAS'** normal reimbursement policy. Failure to properly substantiate and account for advanced funds shall constitute a violation of this policy. With regard to employees of the **USAS**, such failure may result in disciplinary action up to and including termination.

The foregoing policy does not apply to travelers who have obtained their international position independent of their work with the **USAS** (i.e., the position was obtained prior to joining the **USAS** or through efforts of the individual not driven by the **USAS** and who attend such international meetings on their own personal time, rather than as part of their **USAS** work.)

6. REQUIRED DOCUMENTATION

Adequate documentation in the form of receipts must accompany each expense report in the expense reporting system. Below is a list of what the receipt must include and the dollar amount limits for obtaining a receipt.

A. Required Receipts

i. **Hotel: *Receipt always required***

- (1) Full folio detailing room, tax, and other charges per night
- (2) The name and location of the hotel
- (3) Dates of stay
- (4) Separate amounts for charges such as lodging, meals, and telephone calls

ii. **Entertainment / Business Meeting: *Receipt always required***

- (1) The name and location of the restaurant
- (2) The names and total number of people served
- (3) The business purpose, date, and amount of the expense

- (4) Itemized receipt (credit card copy will not be considered valid)
- iii. **Individual Meals: *Receipt required if expense is \$25.00 or more***
 - (1) Vendor name and location
 - (2) The date and amount of the expense
 - (3) Itemized receipt (credit card copy will not be considered valid)
- iv. **Non-VIK airfare: *Receipt always required***
 - (1) Copy of ticket or flight itinerary with ticket number
 - (2) Dates of travel
 - (3) Amount
 - (4) Brief explanation why VIK was not used
- v. **Rental Cars: *Receipt always required***
 - (1) Name of rental car company
 - (2) Dates of travel
 - (3) Amount
- vi. **Other: *Receipt required if expense is \$25.00 or more***
 - (1) Vendor name and location
 - (2) The purpose, date, and amount of the expense

B. Missing Receipts

- C. Every effort should be made to obtain a duplicate copy of a missing receipt from the vendor. If the traveler is unable to obtain a copy, a Missing Receipt statement must be sent to the CEO with a complete explanation of the expense. Reporting and Approvals

It is recommended that expense reports be submitted to the **Travel Coordinator** within 10 days of the completion of travel to allow the expense to be recorded in the period the expense was incurred. Expenses over 90 days old may not be reimbursed. Expenses will be paid to travelers upon approval and in keeping with Finance Procedures, including deadlines for submission of claims.

