

# U.S. Olympic & Paralympic Committee Policy



**Policy Name:** USOP Medical Network Travel Policy

**Date of Issuance:** 6/15/2023

**Policy Owner:** Sr. Director, Athlete Healthcare & Administration

**Applies to:** Team USA Athletes and Medically Responsible Parties (as described herein)

## **Purpose:**

To define allowable expenses for eligible athletes and approved medically responsible parties (collectively referred to as “travelers”) who are traveling for approved medical services within the United States Olympic & Paralympic (USOP) Medical Network. Eligibility for USOP Medical Network services and a description of the types of services that may be approved are set forth in the USOP Medical Network Services Eligibility Policy.

## **Policy Statement:**

The USOPC sports medicine department will provide comprehensive travel booking whenever possible for eligible athletes traveling for approved USOP Medical Network services. Lodging, ground, and air accommodations are booked strictly for the necessity of medical services. Special accommodations for upgrades, add-ons, or extensions for the purpose of leisure or personal preference (unless medically necessary) are the responsibility of the traveler. When available, the USOPC Sports Medicine department will book all services in advance of scheduled travel. Travelers may seek reimbursement for reasonable and necessary expenses incurred during approved USOP Medical Network-related travel as described below.

## **Travel Details**

Travel is typically defined as a trip greater than 50 miles.

### **I. Air Travel**

All air travel will be booked with the USOPC’s airline sponsor, Delta Airlines, if the destination and accommodating flight times are served by Delta, unless otherwise determined and approved by USOPC Sports Medicine. As a commitment to our sponsor, Delta Airlines, higher fares or extra connections do not warrant the use of outside carriers; however, USOPC Sports Medicine will exercise discernment in relation to medical necessity. In the event an existing flight itinerary requires modification to accommodate an approved medical appointment, the USOP Medical Network will reimburse the booking party (e.g., the traveler, National Governing Body, etc.) for any change fees and difference in fare. The USOPC will provide travel within the U.S. and Canada to MN partners locations; the athlete is responsible for any travel outside of the U.S. and Canada.

### **II. Lodging**

USOPC preferred vendors will be utilized when an overnight stay is necessary, and, in some cases, standard hotel accommodations may be booked at the discretion of the USOPC Sports Medicine

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department. When traveling to a location with training site accommodations (Colorado Springs and Lake Placid), on-campus lodging will be booked at the respective location if possible. All lodging accommodations will be arranged for a maximum of (7) nights, as deemed necessary and as approved by the USOPC Chief Medical Officer (CMO) or their designee.

## III. Ground Transportation

- a) *Ride Share Service:* Ride share services, airport shuttles and taxi services are allowable methods of ground transportation. Ride services will be booked in advance, when possible, by USOPC Sports Medicine.
- b) *Rental Cars:* The USOPC preferred vendors, Avis/Budget and Hertz, will be utilized when a car rental is required. In general, a mid-sized car is the preferred type; however, the size and type of rental should be appropriate for the number of people while travelling, the business being conducted, and the road conditions on which it will be used. When renting a car for domestic travel, travelers should not accept offered rental insurance as the USOPC has coverage. Rental cars will be booked in advance by the USOPC Sports Medicine department, when possible and as necessary. Rental cars remain a secondary option when other transportation options are available, as directed by the USOPC Sports Medicine department.
- c) *Airport Parking:* Travelers must use long-term economy lot parking. Travelers should consider using a taxi, ride share service, or carpooling to avoid excessive parking costs. Travelers at the Lake Placid and Colorado Springs Training Centers are strongly encouraged to utilize the shuttle service when possible.
- d) *Use of Personal Vehicle:* Travelers must have a valid driver's license and have insurance in compliance with all state laws. Mileage is reimbursed at the rate established by the IRS. This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, and depreciation. A screenshot of the route should be submitted with each mileage reimbursement request. In instances in which a personal vehicle is used for travel as personal preference, standard flight costs will be compared to the mileage rate, and travelers will receive reimbursement for the lesser of the two.
- e) *Other Transportation Fees:* Tolls, ferries, and parking expenses incurred are reimbursable. Parking tickets, moving violations, fines, penalties, towing charges, accidents, and theft losses are not reimbursable.

## IV. Travel Changes and Cancellations

If a flight, lodging, or ground transportation reservation requires cancellation or changes for any reason not deemed necessary by the USOPC, it is the responsibility of the traveler to notify their USOP Medical Network liaison as soon as reasonably possible, so that they may cancel or change the reservation prior to travel. Any expenses associated with unapproved changes are the responsibility of the traveler.

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## V. Reimbursement

The reimbursement of expenses is subject to advance approval by the USOPC Sports Medicine department.

### a) Required Documentation

Adequate documentation in the form of receipts must accompany each reimbursable expense within 60 days of incurring the expense. Every effort should be made to obtain a duplicate copy of a missing receipt.

### b) Other Reimbursable Expenses

Expenses which qualify for reimbursement or direct payment by the USOPC include, but are not limited to:

- Airline baggage fees (1 checked luggage)
- Oversized luggage, such as a bike or specialty equipment, when necessary for a medical appointment and approved in advance by USOPC Sports Medicine
- Copying and fax charges, including the shipment of medical records in advance of travel
- Tips on taxi services are reimbursable but should not exceed 20%
- Fees associated with therapy and service animals, as defined by the **USOPC Service & Therapy Animal Policy**
  - Incidental fees related to Service and Therapy Animals are the responsibility of the traveler
- Airline, vehicle, or hotel upgrades as required for medical conditions and approved by the USOPC sports medicine department.

### c) Non-Reimbursable Expenses

Examples of expenses that are not eligible for reimbursement or direct payment by the USOPC, include, but are not limited to:

- Costs of personal guests (unless deemed medically necessary by USOPC Sports Medicine)
- Damages incurred to any form of rental accommodations
- Donations added to hotel bills
- Excessive expenses related to lost luggage
- Health spa services
- Movies (in-room or in-flight)
- Parking tickets, traffic fines and penalties
- Personal membership (including airport parking membership)
- Personal travel expenses, including sundries and recreational reading
- Short term parking at the airport
- Meals and entertainment
- Pet fees not associated with therapy or service animals

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## Revision History

Publication Type	Policy Approver	Enabling Action	Publication Date	Next Scheduled Review	Revision Summary
Initial Publication	Chief Medical Officer (CMO)	CMO Approval	9/1/2021	2022	N/A
Annual Review	Chief Medical Officer (CMO)	CMO Approval	6/6/2022	2023	
Annual Review	Chief Medical Officer (CMO)	CMO Approval	6/15/2023	2024	International travel clarifications, some minor revisions to ground transportation and reimbursement provisions.
Annual Review	Chief Medical Officer (CMO)	CMO Approval	N/A	2025	No changes
Annual Review	Chief Medical Officer (CMO)	CMO Approval	N/A	2026	No changes
Annual Review	Chief Medical Officer (CMO)	CMO Approval	4/9/2026	2027	Updated vendor language.