



## **Team USA Athletes' Commission Travel Policy**

Date of Issuance: 01/22/25

### **Purpose:**

This policy outlines expenses that are reimbursable on behalf of those traveling for Team USA Athletes' Commission (Team USA AC) business.

### **Policy Statement:**

We expect all travelers to use sound reasoning and professional judgement when incurring expenses on behalf of the organization. As a non-profit organization, we have a fiduciary responsibility to spend conservatively. In general, excessive spending, upgrades, and luxurious or extravagant purchases (as determined by Team USA AC Leadership) will not be reimbursed. Expenses must be appropriate, reasonable, customary, and necessary.

Team USA AC recognizes that in some instances, unique business travel-related expenses not addressed in this policy might be incurred. These will be reviewed on a case-by-case basis and approval (in advance, when possible) for these types of expenses must be obtained from Team USA AC Leadership.

### **General Information**

#### **1. Applicability.**

This policy applies to all athlete representatives, volunteers and others (collectively defined as Travelers) requested by Team USA AC Leadership to incur expenses on behalf of Team USAAC. Approvers are responsible and will be held accountable to review and approve expenses in accordance with this policy.

Team USAAC and Travelers are also held to all the requirements outlined in the USOPC Travel Policy.

#### **2. Travel Details.**

Travel is defined as a trip of greater than 50 miles, normally lasting longer than 24 hours, and necessitating an overnight stay.

## Travel Authorizations and Expense Reimbursement

### 1. Approved Travel.

- Travels must have an authorization by Team USA AC Leadership and/or staff to be eligible for travel booking and/or reimbursements, regardless of the mode of travel. Travel for in-person Team USA AC and USOPC Assembly meetings do not require a TA.

### 2. Booking Travel.

Travel should be booked through Team USAAC. Exceptions must be requested in advance for staff approval. If an exception is approved and travel is booked outside of Team USA AC staff, reimbursement is made only up to the cost at which Team USAAC could have provided the same travel. Team USAAC uses the 21 day rate for airfare estimates. Requests for preferred carriers, upgrades, companion travel, etc. are a personal cost and will not be reimbursed.

### 3. Air Travel.

Per the USOPC Travel Policy, all air travel should be booked on the USOPC's sponsor airline, Delta Air Lines, if the destination is served by the sponsor airline. If there is a significant cost savings on a different airline, Team USAAC staff will work to book travel that is the most fiscally responsible for Team USA AC.

### 4. Ground Transportation.

If Travelers choose to drive instead of fly, 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. Mileage will only be reimbursed up to four hours of travel time one-way.

### 5. Bleisure travel – combining personal travel with a business trip.

Team USA AC staff will only approve and purchase a true round-trip ticket to the business destination. Should Travelers wish to deviate or add personal travel, they must do so on their own. Once the business ticket has been issued, the Traveler can adjust their ticket on the airline website or by working with an airline associate. All travel time exceeding authorized Team USA AC travel is considered personal travel time. This includes personal stopovers. Traveler must book and pay all additional costs incurred as a result of a personal itinerary, including transfers and additional lodging.

### 6. Meals.

Team USA AC follows the IRS High/Low Cost Locality method to determine meal and incidental per diem allowable. REIMBURSED EXPENSES

INCLUDING MEALS WILL REQUIRE AN ITEMIZED RECEIPT TO BE SUBMITTED. Team USA AC will ONLY reimburse meals when no such food is provided by the event. Meals will be reimbursed up to \$60 per person, per day for travel to most locations or \$70 per person, per day if the travel location is on the IRS High Cost Locality list which is updated annually. Team USA AC will reimburse for meals only up to the amount of the daily cap.

## **7. Travel Changes and Cancellation**

If a flight or accommodations needs to be changed or canceled, it is the responsibility of the Traveler to notify Team USA AC Staff and work with Team USA AC staff to cancel the reservation prior to travel.

Team USA AC will incur the costs for cancelations and/or reservation changes of flights and accommodations resulting from injury, illness, or acts of God If an athlete registered for a meeting or event, and Team USA AC books travel and accommodations for that athlete and they fail to attend the required meetings on behalf of Team USAAC, the traveler will be charged back for the associated costs.

## **8. Reimbursements.**

Within 21 days of return from travel, the traveler must complete and submit an Expense report with receipts to Team US AC staff. If submitted later than 21 days, the first offense is a written warning and the second offense will result in non-payment. Supporting documents should include the traveler's itinerary, support of mileage, itemized receipts, Lost/Missing Receipt Form, etc.

Team USA AC staff approving these submittals should pay particular attention to hotel bills as charges to room for meals, room service, mini bar charges, entertainment etc. should be appropriately and separately categorized and may or may not qualify for reimbursement. Team USA AC staff must review all submissions for accuracy, check receipts, approve expenses and verify there is budget available.