

# USA Wrestling Travel Expense Policy

(effective June 27, 2024)

The purpose of this USA Wrestling Travel Expense Policy is to ensure that travel expenses incurred by USA Wrestling are cost effective and efficient and to ensure that all travelers are treated consistently and fairly. This policy applies to all individuals seeking reimbursement for travel expenses from USA Wrestling (e.g., staff, board members, officials, athletes, contractors).

## **Who this policy applies to:**

This policy applies to everyone traveling on behalf of USA Wrestling. Travel expenses submitted for reimbursement from USA Wrestling that do not conform to the regulations in this policy may not be reimbursed.

## **Approvals Necessary:**

1. All travel must be in accordance with USA Wrestling's current SafeSport Handbook. For more information, please click [here](#) or visit <https://assets.contentstack.io/v3/assets/blteb7d012fc7ebef7f/blta29e013d3f393ac8/64b1c25c15118733c6038ee0/USAWrestlingSafeSportHandbook.pdf>
2. All Staff travel must be pre-approved by the appropriate USA Wrestling director.
3. Approvals for officials:
  - a) USWOC must provide approved lists of those traveling on USA Wrestling business to the Travel Planner before any travel arrangements are made.
  - b) Notification of travel to the Travel Planner from USA Wrestling will be made no less than 30 days prior to the intended departure date, if applicable.
4. Official USA Wrestling travel for board members and anyone else travelling on official USA Wrestling business must be pre-approved by the Executive Director or the Director of Finance.
5. Only those individuals pre-approved for travel will have travel costs paid.
6. USA Wrestling will only pay for travel arrangements ticketed by or coordinated with the USA Wrestling Travel Coordinator, unless another method for arranging travel has been approved in advance by the Director of Finance.
7. Any exceptions to the Travel and Expense Policy, when traveling on behalf of USA Wrestling, must be approved in advance by the Director of Finance.

## **What will be reimbursed:**

8. Airfare
  - a) Everyone traveling on behalf of USA Wrestling is expected to take advantage of the lowest economy airfare available, excluding Restrictive Fares (see item 1.3 in definitions), regardless of airline, and, if required or requested, use a Certificate.
  - b) Fare increases and change fees to change a confirmed itinerary if the request to change came from USA Wrestling.
  - c) Each Traveler will cover the following costs:
    - Any arrangements NOT made through the Travel Planner.

- The difference between the lowest economy airfare, excluding Restrictive Fares (see item (c) in definitions), found by the Travel Planner and the flight the Traveler would prefer if the latter is more expensive. This includes the difference in cost:
    - to upgrade to a higher class of service,
    - for the ability to acquire frequent flyer miles, or
    - to accommodate any other special requests made by the Traveler.
  - Any fare increases and change fees to change a confirmed itinerary if the request to change came from the Traveler.
  - Travelers will not be reimbursed for tickets purchased using frequent flier miles, travel credits or travel vouchers.
  - Any additional cost in fare if not confirmed within 24 hours after being contacted by the travel planner, unless otherwise approved by the appropriate USA Wrestling director.
  - Any increased costs incurred by USA Wrestling if the Traveler wants to travel with an Accompanying Person.
- d) If a flight purchased by USA Wrestling is going to incur any additional costs as outlined in the previous section, the USA Wrestling Travel Planner will inform the Traveler of the extra cost, and the Traveler must provide a payment method to the Travel Planner before any tickets will be issued.
- e) Any voucher issued as a partial or complete refund of an airline ticket paid for by USA Wrestling is deemed the property of USA Wrestling and must be disclosed to the Travel Planner.
- f) Cancellations:
- All airline tickets are non-transferable, and most tickets issued are also non-refundable.
  - In the event that illness, injury or death of an immediate family member prevents an individual from attending an event, a physician's letter stating the condition necessitating cancellation must be submitted to the Travel Planner in order to apply for a refund. If the physician's letter is not returned to USA Wrestling within 30 days of notification, the Traveler will be charged for the full price of the ticket.
  - If a traveler requests their ticket to be cancelled for any reason other than injury, illness or death of an immediate family member, the traveler may be charged for the ticket. Travelers must contact the Travel Planner immediately so that inquiries can be made about reusing the ticket. If USA Wrestling is able to reuse the ticket within one year, the Traveler will only be responsible for change fees and any additional charges above the cost of the original ticket.
- g) Baggage fees:
- USA Wrestling will reimburse all Travelers who are traveling to a USA Wrestling authorized event the amount that is paid to the airlines for bag(s).
  - A receipt is required for all baggage reimbursements.

## 9. Lodging:

- a) All hotel arrangements must be made through the USA Wrestling Travel Planner.
- b) If the Traveler chooses to extend their stay for personal reasons or have additional guest(s) in the room, the Traveler will be responsible for any additional costs. Travelers must notify the Travel Planner or the Director of Finance of these plans prior to the stay.
- c) Additional guests are not permitted to stay in an Air BNB paid for by USA Wrestling. Exceptions to this policy must be approved by the Executive Director at least sixty days prior to travel.
- d) Travelers who are travelling with family and wish for their family to stay with them have the option to pay for one-half of the hotel room.
- e) USA Wrestling will cover the cost of room and taxes incurred during the Traveler's authorized stay. The Traveler will be responsible for any incidentals.

10. Meals:

- a) Meal allowances when no meals are provided at the venue or hotel are set at \$15 for breakfast, \$20 for lunch and \$30 for dinner.
- b) Itemized receipts must be presented for all meal expenses to be reimbursed. USA Wrestling does not have a per diem policy.

11. Entertainment:

- a) USA Wrestling directors and Board officers have the discretion to determine if an entertainment expense should be incurred and should be reimbursable by USA Wrestling.
- b) Entertainment expenses submitted for reimbursement by all other travelers will not be reimbursed unless the expense was pre-approved by the Director of Finance or the Executive Director.

12. Mileage, parking, and ground transportation:

- a) USA Wrestling will reimburse Travelers for airport parking expenses incurred at the economy lot rate. Travelers must use the least expensive method available for traveling to and from and/or parking at the departure airport.
- b) For trips to the Colorado Springs airport where parking charges will be three days or longer, employees have the option to use Uber or Lyft for transportation to and from the airport. These ride-share charges will be reimbursed with appropriate documentation. USA Wrestling will pay for Uber or Lyft to the Denver Airport for longer business trips on a case-by-case basis. Advance approval by the Director of Finance is required for ride-share expenses to the Denver airport.
- c) If a Traveler drives to an event in lieu of flying, USA Wrestling will reimburse the round-trip mileage from the Traveler's home address to the event plus daily, onsite hotel parking expenses (lowest rate) actually incurred, subject to the following:
  - Mileage will be reimbursed at \$0.55 per mile and the total reimbursement (mileage and parking) may not exceed the amount an airline ticket would have cost, unless approved in advance by the Director of Finance.
- d) All other reimbursable mileage will be reimbursed at \$0.55 per mile.
  - USA Wrestling will not reimburse for mileage incurred inside El Paso County, Colorado,

unless the expense is pre-approved by the Director of Finance.

### **Working with our Travel Planner:**

1. All travelers must create a CTM profile.
  - a) Travelers are responsible for keeping their CTM profile updated with accurate personal travel information and contact information.
  - b) If you do not currently have a CTM profile, please contact one of the following staff members to have a profile set up for you:
    - For officials and contractors, contact: [chargrove@usawrestling.org](mailto:chargrove@usawrestling.org).
    - Staff and Board Members, contact [mball@usawrestling.org](mailto:mball@usawrestling.org).
  
2. CTM will be utilized to book a majority of flights for Travelers traveling on behalf of USA Wrestling.
  - a) Flights will be booked by the Travel Planner and confirmation will be sent to the Traveler following flight approval.
  - b) The Travel Planner will search for the lowest economy airfare, excluding Restrictive Fares (see item (c) in definitions), regardless of airline; however, the Travel Planner will make every effort to take each Traveler's requests into consideration.
  - c) All domestic and international tickets purchased will be in economy class unless prior arrangements are made to use the Traveler's miles to upgrade or the Traveler pays the difference between economy and a higher class of service.
  - d) Travelers may research flights and submit requests; however, all arrangements must be made through the Travel Planner unless alternate arrangements are approved in advance by the Travel Planner or the Director of Finance.
  - e) After the Travel Planner communicates with the Traveler regarding travel arrangements, the Travel Planner will send a proposed itinerary to the Traveler. The Traveler has 48 hours from the time the Travel Planner sends the proposed itinerary to respond with objections. If the Travel Planner receives no objections within the 48-hour period, the ticket will be issued.
  - f) The Traveler is responsible for notifying the Travel Planner of any errors within 24 hours of the Travel Planner sending the Traveler his/her confirmed itinerary.
  - g) When a Traveler encounters any problems in any travel arrangements, the Travel Planner should be notified and will attempt to solve the problem.
  - h) If the Travel Planner is not available, Travelers should contact the Travel Planner's designee or appropriate Staff contact for the event/program/meeting. During event travel, Travelers will be given an emergency phone number for contacting the Travel Planner.

### **Cash**

1. In general, USA Wrestling does not conduct business in cash. However, in certain countries, staff must use cash on certain types of transactions. USA Wrestling knows which international scenarios require cash and expects staff and contractors to anticipate cash needs in advance when travelling internationally.
  - a) Cash procedures are as follows:

- Staff and contractors who anticipate needing cash will complete a purchase order for the anticipated expense.
- USA Wrestling finance department will deposit the money into the employee's bank account via ACH.
- At the end of the trip, the staff or contractor will return to the finance department any unused cash and all receipts for spent cash, the sum of which will equal the amount of cash advanced.
- Cash expenses that were not preapproved and facilitated by the finance department will not be reimbursed.

### **Reimbursement Procedure:**

1. Reimbursement requests for all approved travel expenses must be submitted no later than 30 days after the event to the appropriate USA Wrestling event staff or director for approval. Officials and event volunteers should submit all expenses within 5 days of the end of the event so that event accounting can be closed in a timely manner. Travelers must submit a document outlining all expenses, accompanied by all related receipts. Expenses will not be reimbursed without receipts.

### **Definitions:**

- a) **Accompanying Person** – anyone who is traveling with a Traveler who is not traveling on behalf of USA Wrestling, including chaperones, parents, guardians, spouses, significant others, etc.
- b) **Certificate** – a donation USA Wrestling receives from an airline that can be used toward purchasing airline tickets.
- c) **Restrictive Fare** – Restrictive fares are defined as a category below regular, main, or economy class that place restrictions on the traveler. These restrictions may not include: ability to pre-assign seats, bring a full-size carry on, make changes to flight or earn miles, etc. For domestic flights, these restrictive fares are often called, "Basic Economy" or "Saver Fare." For international flights, these restrictive fares are often called, "Light," "Economy Light," or "Basic."
- d) **Confirmed Ticket** – a ticket that has been issued such that nothing further needs to be done with the ticket.
- e) **Executive Director** – responsible for the overall operation of USA Wrestling in coordination with the Board of Directors.
- f) **Staff** – any person who is employed or contracted by USA Wrestling.
- g) **Hosting Organization** – any organization responsible for the conduct of a USA Wrestling - sanctioned event other than USA Wrestling itself. (e.g. local organizing committees, member clubs).
- h) **Director of Finance** – oversees and approves all domestic and international travel paid for by USA Wrestling.
- i) **Travel Planner** – the travel manager who implements the USA Wrestling travel program.

- j) **Traveler** – anyone traveling on behalf of USA Wrestling.
- k) **CTM** – the travel management service utilized by USA Wrestling.