



## US Speedskating Travel / Expense Reimbursement Form Instructions



All expenditures for transportation, lodging, meals, and other travel-related activities, whether cash or charged for later payment should be reported on this expense report form. Please follow USS Bylaws and Policies carefully before completing your expense report.

### **Travel Expense Within The United States:**

Reimbursement for personal transportation, room and meal expenses actually incurred in connection with a previously approved USS function such as a school or clinic, competition or meeting will be made on the following basis: (Note: See Travel Policy for complete details)

#### **1.0 - Transportation:**

(a) When air transportation is used, reimbursement will be made for coach airline fares, ground transportation to and from airports, airport parking, applicable taxes and reasonable tips. Reimbursement will not be made for the additional expense of first-class or one-class air fares unless an explanation submitted with the reimbursement request establishes that less expensive air travel was not usable.

(b) When air transportation is usable but other transportation is used, reimbursement will be made for the actual cost of transportation but shall not exceed the cost of air transportation as outlined above.

(c) When air transportation is not usable, reimbursement will be for the actual cost of travel on the public conveyance used, or as outlined below, if private automobile is used.

(d) When private automobile is used for all or any portion of the transportation, reimbursement at the rate of \$0.585/mileage plus necessary tolls will be made. Total reimbursement for the use of private automobile shall not exceed the cost of transportation by air or other public conveyance as outlined above.

#### **2.0 - Rooms and Per Diem:**

(a) Reimbursement will be made up to \$135 per day for room, or if lower the cost of the USS chosen host hotel. Per Diem will be provided at \$50/competition day for each event, no matter if food is provided or not at venue or hotel. Other meal expenses will not be covered. Photo Finish officials are eligible for one extra day of per diem if travel indicates an early arrival for set up.

#### **3.0 - Duration of Expense Period**

(a) The expense reimbursement period shall coincide with transportation arrangements. At a maximum, the expense reimbursement period shall begin one day before the event and terminate one day after the event unless other arrangements are made in advance between the person to be reimbursed and the organization making the reimbursement.

#### **4.0 - Reporting Processes and Requirements**

(a) Whenever reimbursement is requested for expenses in excess of those listed above, an explanation shall be submitted with the reimbursement request establishing that such expenses were essential to the fulfillment of the assignment.

(b) Expense reports shall be sent to USS Headquarters.

(c) All requests for reimbursement pursuant to the foregoing must include actual receipts and appropriate supporting documentation required for auditing purposes and verification. Expense reports can be submitted electronically with photo/scan of receipts.

(d) Request for reimbursement pursuant to the foregoing shall be made not later than 30 days following the completion of travel or by such later date as may have been agreed to by the Executive Director.

(e) Reimbursement request received later than 30 days post event will not be eligible for reimbursement