



**USA**  
FENCING

## 2024-25 USA Fencing Domestic Expense Form

Name:		USA Fencing Office Use  Only Date Received:    Member: _____  W-9: _____  Emailed: _____
Address:		
City, State, Zip:		
Phone:		
Email:		
Signature:		
Name and Location of Event (North American Cup Oct, Nov, Dec, etc., JOs):		
Role at Event (Referee, Armorer, Sports Medicine, Bout Committee, Awards, Tech):		
Referee Rating: Epee _____ Foil _____ Saber _____		
Account Code	Expense Type	Amount of Expense
500020	Air Travel (Include approval email from USA Fencing)	US \$ _____
500020	Baggage Fees	US \$ _____
500200	Ground Transportation (Including mileage*, parking, tolls, taxi, train) *Mileage \$.67 – Must include Google or MapQuest	US \$ _____
500240	Hotel	US \$ _____
500340	Meals (For meals not reimbursed per policy)	US \$ _____
	Other Expenses:	US \$ _____
<b>Total Reimbursement Request</b> ***All expenses are subject to approval by the program director		US \$ 0.00
USA Fencing Office Use Only  \$ _____ Program Director: _____ Finance Office: _____		

This form and any accompanying receipts must be received no later than **30 days** after the tournament and can be emailed to:

[ExpenseForm@USAFencing.org](mailto:ExpenseForm@USAFencing.org), or Uploaded to your Emburse Certify account. Please view [this page](#) for how to log into Emburse as well as uploading your receipts. NOTE: Starting with the 2025 January NAC, all officials will be required to upload all documents to Emburse Certify.

**\*\*\*NONCOMPLIANCE WITH THIS POLICY JEOPARDIZES REIMBURSEMENT\*\*\***

Per diem and honorarium payments are issued at the conclusion of each tournament for all hired officials based on information from the hiring official and is known at that time that checks are cut or direct deposit initiated. All reimbursements must be submitted on approved forms no later than **30 days** after the qualifying service, expenditure or travel. Reimbursement requested received after **30 days** will not be reimbursed. A copy of your receipts (or a contemporaneous record of minimal expenses) must accompany all reimbursement requests. Your expense form emailed to [expenseform@USA Fencing.org](mailto:expenseform@USA Fencing.org) or uploaded to Emburse Certify. Credit card statements are acceptable as receipts for tolls and baggage only. Receipts in foreign currencies will be converted to U.S. dollars. Proof of conversion must be submitted with the reimbursement request. An email confirmation of receipt of the expense form will occur within five (5) business days of submittal date.

Proof of conversion must accompany the expense report. Please use [www.oanda.com](http://www.oanda.com) for conversion rates.

**USA Fencing Reimbursement Policy**

**Definitions and Compensations**

1. A **Full-time Tournament Official** is a USA Fencing member in good standing who has successfully completed the background screen process and who has been formally invited to serve the organization in an official capacity other than as an officer or committee member, including positions such as referees, trainers, armorers, awards, tech and bout committee members ("Tournament Official"). A Full-time Tournament Official has been contracted to work the entirety, or a super majority (three full days or more) of a specific tournament. Compensation will include the following:
  - a) All travel expenses (current USA Fencing travel agency to be used, all travel to be approved by the National Office)
    - One round trip of Airfare
    - One round trip of applicable expenses
  - b) Hotel stay (those requesting single rooms will be responsible for covering half the cost of the room at the USA Fencing double room rate)
  - c) Per diem
  - d) Honorarium
  - e) Breakfast and lunch will be provided on service days
  - f) Other related travel expenses (Economy airport parking, shuttle, taxi)

**NOTES:**

- A "full day" entails reporting 15 minutes before the close of registration of the first event of the day, or at an otherwise published report time. The referee must then stay through the day or until released by the Head Referee of that tournament.
- A Tournament Official hired as a referee will have their highest weapon rating factored into the above equation.
- Foreign Referees - When properly authorized, invited foreign referees, who hold a current FIE license, may also receive reimbursement as a Full-time Tournament Official.

**Travel:**

- Summer Nationals Full-time Tournament Officials must serve for a minimum of five days to receive housing, full travel payment, reimbursement for incidental expenses, honorarium, per diem, breakfast and lunch.
- If a Full-time Tournament Official decides not to be housed in USA Fencing's hotel room block, housing expenses will be reimbursed at the lesser amount of half the USA Fencing negotiated volunteer staff rate OR the full rate paid by the official for their separately booked accommodations, including half the taxes and fees.
- Summer Nationals Part-time Tournament Officials are those serving fewer than five days. They are entitled to per diem, honorarium, lunch and will receive up to \$75 per service day reimbursement for travel and/or housing expenses, with appropriate receipts. Housing for SN Part-time Tournament Officials will not be provided.

**Days Off:**

- Tournament officials who agree to serve the entirety of the Summer Nationals will receive two days off, to be used as they wish. The specific days off will be at the discretion of the RC Referee Coordinator, BC Chair, Sports Medicine Lead, or Head Armorer, as appropriate, in consultation with the Tournament Official. For all other tournaments, Per diem and the hotel room will be paid for the approved days off, given the referee will work no less than 3 days, honorarium will not. Late arrival at the tournament and/or early departure from the tournament will not be considered as days off.

2. A **Part-time Tournament Official** is a USA Fencing member in good standing who has successfully completed the background screen process and who is asked to serve the organization as a Tournament Official. A Part-time Tournament Official has been contracted to work a portion (two or one days) of all tournaments **except** Summer Nationals tournament. Compensation will include the following:
  - a) Per diem
  - b) Honorarium
  - c) Lunch is provided on service days
  - d) Up to \$50 per service day reimbursement for housing and/or travel expenses, with appropriate receipts

**NOTES:**

- USA Fencing Officers and Committee members – Those present at events are not considered Full-time Tournament Officials for the purposes of this policy under sections 1 and 2 above.

**Contracts and Approval**

1. All terms of hire are to be clearly outlined in the hire contract negotiated between the Hiring Referee or other Tournament Official. Terms of the hire are to be established and agreed upon by the hiring Referee, the referee and the National Office Representative prior to the referee making travel arrangements. Any deviation from the contract may jeopardize reimbursement.
2. Any special arrangements outside the parameters of this document must first be approved by the Hiring Referee and then be submitted to the National Office two weeks in advance of the event for approval.

**Firing/Dismissal**

Officials who are dismissed by the Lead Officials during the NAC will be addressed on a case-to-case basis. Potential reimbursement will be based on the percent of the event worked.

#### **Trainees**

- Referees – hired as part time referees; may follow BC process
- BC – USA Fencing will pay for travel, half room, and provides meals (as outlined in the policy); out-of-pocket expenses, honorarium and per diem are not covered
- Armors – USA Fencing will pay for travel, half room, and provide meals (as outlined in the policy); out-of-pocket expenses, honorarium and per diem are not covered.
- Sports Med – does not use trainees

#### **1. AIR TRAVEL**

Air travel must be booked promptly after a Volunteer Official is invited to serve. Only coach or economy class fares, approved in advance by the USA Fencing National Office, will be paid or reimbursed. USA Fencing will cover the cost of reasonable flights to tournament cities.. Identification of reasonably priced flights must be identified three weeks prior to the tournament, any upgraded seats are the responsibility of the referee . Travel certificates may be used at USA Fencing’s discretion. Unused tickets must be returned immediately to USA Fencing or the traveler will be responsible for the cost thereof.

If flight is canceled by the official, unavoidable costs will be incurred by the official, unless prior approval from the National Office is received.

For canceled flights due to the airline, USA Fencing will reimburse a maximum of \$150 for hotel, plus taxi and per diem.

The official will be responsible for any change fees after USA Fencing has booked travel.

In cases where an official elects to purchase their own airfare instead of using the designated travel booking agency, USA Fencing will not reimburse for flights in the event of tournament cancellation or other unavoidable alterations to the tournament schedule.

#### **BAGGAGE**

USA Fencing will cover the cost of one standard weight bag per official (excluding armorers and sports medicine with prior approval). Overweight baggage fees will not be eligible for reimbursement.

#### **2. GROUND TRANSPORTATION AND PARKING**

Travel by personal vehicle will be reimbursed at the published IRS standard business mileage rate in effect on August 1 of the current fiscal year. Only one person per vehicle will be reimbursed. Mileage will be confirmed using an internet source with a 50-mile tolerance. Mileage reimbursement will be limited to the lesser of the cost of one airfare to the destination city or \$400. Google or MapQuest must be submitted with this Expense Form to receive mileage. **USA Fencing will reimburse reasonably priced public transportation costs for travel between home and airport/airport to home including Economy Lyft and Uber X.** Alternatively, in no case will reimbursement for both parking and public transportation be paid on the same trip. Volunteer Officials, Officers and Committee Members must use the free shuttle service between airport/hotel/venue when provided. If a free shuttle service is not available, reasonably priced public transportation for travel between airport/hotel/venue will be reimbursed with valid receipts. Reimbursement will be made for Economy (long term) airport parking for a period not to exceed service days plus travel days. Car rental will not be reimbursed without prior written approval from the USA Fencing National Office, a copy of which must accompany the requester’s Expense Report.

#### **3. HOTEL**

All rooms for Volunteer Officials, Officers (except for the President) and Committee Members are double occupancy. Roommate preferences will be honored when practical. Volunteer Officials may choose to make their own hotel arrangements. The National Office must be notified prior to the event if the official will not be staying in the USA Fencing room block. Reimbursement for those who make their own arrangements will be paid at the lesser amount of half the USA Fencing negotiated volunteer staff rate OR the full rate paid by the official for their separately booked accommodations. For example, if half of the negotiated staff rate is \$99/night for an event in which an official is working, and that same official elects to book their own accommodations at a rate of \$80/night, USA Fencing would reimburse the official at a rate of \$80 per night. Reimbursement will only occur upon submission of a valid, original hotel receipt. USA Fencing will pay hotel costs only for days of actual service. Volunteer Officials who request hotel accommodations and do not honor the reservation will be billed for any applicable expense.

- For NAC tournament’s, Full-Time tournament officials will have the hotel covered for a maximum of service days, plus two travel days.
- For Summer Nationals only, any tournament official who agrees to work the duration of the tournament and also utilizes their two days off, as stated by policy, is entitled to the coverage of their hotel for those days off. A tournament Official must work no fewer than 8 full days to be entitled to the two two days and coverage to the applicable expenses. Tournament officials working 7 full days or less, are not entitled to coverage of hotel or applicable expenses for their days off.
- If making arrangements for own hotel: USA Fencing will not provide the following:
  - Parking
  - Breakfast
  - Ground Transportation to and from the venue

#### **4. MEAL**

USA Fencing arranged breakfast and lunch will be provided at specified times and locations to Volunteer Officials on service days at domestic tournaments. If service continues later than 7 p.m., USA Fencing will make other arrangements. Late night service will not increase the amount of per diem paid. Meals provided for Volunteer Officials are not available to Officers and Committee Members unless specifically so arranged and communicated by the National Office. As stated above meals will not be reimbursed by USA Fencing without prior approval. **USA Fencing does not reimburse for alcoholic beverages.**

## 5. VOUCHERS

**Unused meal vouchers can be reimbursed, provided proof of unused meal vouchers submitted with expense reimbursement. For group meals, itemized receipts must be submitted, along with who was in attendance, and vouchers of each individual. For reimbursements, documentation must include itemized, unused meal vouchers for every individual in which a reimbursement is being requested. Reimbursement for unused meal vouchers without a receipt for the meal, may be approved for cases in which the officials were unable to obtain food due to: restaurant closure, dietary restrictions, and any other extenuating circumstances.**

## 5. PER DIEM

Per diem will be paid to Volunteer Officials at the rate of \$50 for each day of service plus travel days. Late night service will not increase the amount of per diem paid, and no additional meal allowance will be provided. Flight arrival times after midnight, will not increase Per Diem, unless additional travel time is 8 or more hours. Per Diem is not paid to USA Fencing Officers and Committee Members (except while serving as a Volunteer Official). With valid receipts, meals paid for by Officers and Committee Members will be reimbursed, up to \$40 per person per day. **USA Fencing does not reimburse for alcoholic beverages.**

## 6. HONORARIUM

Honorarium is paid for service days to referees according to their rating and to RC representatives using the following scale: RC representatives, Levels N1, FIE A, and active FIE B (defined as having worked FIE junior or senior competitions within the last two years, as verified by the FIE website), \$140; Levels N2 and R1, \$115. At tournaments with para-fencing events, referees with IWAS ratings are compensated the same as FIE B rated referees. Honorarium is paid for service days to other Volunteer Officials, Armors, Bout Committee and Trainers at the rate of \$115 per day. Bout Committee Chairs, Replay and IT will be paid at the rate of \$140 per day. Completion and return of an IRS Form W-9 (Request for Taxpayer ID) is a prerequisite to payment of an honorarium, and when required, an IRS Form 1099 will be mailed each January. USA Fencing officers and other Committee Members on committee business do not receive an honorarium.

Honorarium is paid for service days only. Referees must check in each service day with the RC. Bout Committee, Armors and Trainers must check in each service day with their lead official. Officials must report any discrepancies with the daily logs either to the RC or to the USA Fencing Representative at the tournament. **Officials will only be paid for service days logged at the tournament.**

### Deductions:

- If an official chooses to have a single room, he/she will pay half the negotiated staff rate for each night
- **For Summer Nationals Only:** If an official is fencing, coaching, etc. during a specific day and NOT officiating, he/she will pay half the negotiated staff rate for that day (if they are in a single room, for that night they would end up paying the full rate).
- deductions for single rooms, will be taken from the officials post event payment, any overages will be deducted from submitted expenses reimbursements.

## REFEREE SEMINAR

Anyone that is a Certified Referee Instructor can hold a referee seminar. The CRI is paid \$100 per day, a reimbursement form must be submitted to be paid.

## HIRING REFEREE

If you are responsible for hiring for a National tournament only, the hiring referee is paid \$200. Payment will be made after conclusion of the tournament.

## 7. Other Expenses

Ordinary and necessary expenses, such as USA Fencing business phone calls or postage, will be reimbursed per the above policy. Personal phone calls and laundry services will not be reimbursed. Entertainment expenses incurred by USA Fencing Officers in USA Fencing interests must be documented with the purpose of the entertainment, names of individuals attending and the nature of business discussed. Entertainment expenses must be reasonable and necessary and commensurate with conservative business practices. USA Fencing does not reimburse for alcoholic beverages. USA Fencing will only cover the full round trip of reimbursement expenses per tournament.

**\*NONCOMPLIANCE WITH THIS POLICY JEOPARDIZES REIMBURSEMENT\***

Travel and Expense Reimbursement updated August 2024