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2025–26 USA Fencing Domestic Travel & Expense Reimbursement Policies: Part Time

Starting in January 2025, USA Fencing and all officials working national tournaments must submit their expenses through Emburse Certify. If you do not have an Emburse account, please contact t.gonzales@usafencing.org to get set up. All expenses along with any accompanying receipts, must be submitted through Emburse Certify no later than **30 days** after the conclusion of the tournament. Expenses submitted to expenseform@usafencing.org will **no longer** accepted.

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 to Emburse Certify 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. 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.

1. 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 for a North American Cup or no more than 4 days for Summer Nationals) of a specific tournament.

Compensation will include the following:

- a) Per diem - \$50/day
- 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.

***\$75 per service day for Summer Nationals**