

USA FENCING INTERNATIONAL TRAVEL AND EXPENSE REIMBURSEMENT POLICY
******NONCOMPLIANCE WITH THIS POLICY JEOPARDIZES REIMBURSEMENT******

Requests for per diem, honoraria and reimbursements must be submitted on approved forms no later than **21 days** after the qualifying service, expenditure or travel, and no later than **15 days** following the fiscal year end (July 31) of the year in which incurred. A copy of your receipts must accompany all reimbursement requests. Credit card statements are not acceptable as receipts. Receipts in foreign currencies will be converted to U.S. dollars using published rates effective on the date of the expense unless a proof of conversion is submitted with the reimbursement request.

Proof of conversion must accompany expense report. Please use www.oanda.com or www.xe.com for conversion rates.

GENERAL CONCEPTS

Coaches and Cadre - Coaches and Cadre will be paid per diem for international travel at the rate of \$75 for each day and honorarium for international travel at the rate of no more than \$150 for each **day of service**. This honorarium must be approved in advance by the Director of Sports Performance. Other reasonable and prudent expenses will be reimbursed upon submission of proper documentation.

Line Item Instructions/Explanations

1. AIR TRAVEL

Air travel must be booked promptly after a coach or cadre member is invited to serve. Only coach or economy class fares, approved in advance by the USA FENCING National Office, will be paid or reimbursed. Travel certificates may be used at USA FENCING discretion. Unused tickets must be returned immediately to the USA FENCING or the traveler will be responsible for the cost thereof. For international air travel there is an allowed variance of \$150 from the cheapest airfare available to take into account airline status, bag fees etc. For domestic air travel there is an allowed variance of \$50 from the cheapest airfare available to take into account airline status, bag fees etc.

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, and trips of fewer than 50 miles each way will not be reimbursed. Google or MapQuest must be submitted with this Expense Form to receive mileage. USA FENCING will now reimburse reasonably priced public transportation costs for travel between home and airport/airport to home. Alternatively, in no case will reimbursement for both parking and public transportation be paid on the same trip. Reimbursement will be made for reasonable priced (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 Coaches and Cadre are double occupancy. Roommate preferences will be honored when practical. Reimbursement for those who make their own arrangements will be paid at the lesser amount of ½ the room charge or ½ the USA FENCING negotiated rate upon submission of a valid original hotel receipt. USA FENCING will pay hotel costs only for days of actual service. Coach and cadre members who request hotel accommodations and do not honor the reservation will be billed for any applicable expense.

4. REFEREE HONORARIUM

Honorarium is paid for **service days** to RC representatives using the following scale: N1, A & B, \$200; N2 & R1, \$175; R2 through L2, \$150. 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.

5. OTHER EXPENSES

Any additional expenses will be only be reimbursed after approval by the Director of Sports Performance. Excess baggage fees require prior written approval. Personal phone calls will not be reimbursed. **USA FENCING does not reimburse for alcoholic beverages.**