National Events Procedure

1. Set up a profile with Nirvana at <https://nirvanaeurope.com/usa-triathlon-travel-profile-form/>
2. Email usatriathlon@nirvanaeurope.com and give them your preferred airline and flight information and tell them which event you are working. Bear in mind that the price needs to be under $500 unless Mark has approved something higher. Extras like seat upgrades or early check in on Southwest are your personal responsibility. Bag fees will be reimbursed (I go over this below).
3. Once you receive your confirmation of the flight booking, send to Ruth Rickey at RuthARickey@gmail.com so that she can coordinate ground travel.
4. If you are driving, your mileage reimbursement will be capped at $500. Send your ETA for arrival and departure days and times to Ruth at RuthARickey@gmail.com so she can see if you need to assist with airport arrivals/departures for other officials.
5. Mark assigns the roommates. There are two officials to a room. Couples room together and generally the other rooms are assigned to same sex individuals.
6. Your hotel confirmation is normally sent out the week of the race, if not before. USAT will pay the lodging fees. If you are driving and the hotel charges for parking, these fees will be charged to your credit card and you will obtain reimbursement as I outline below.
7. Meals are at your own expense. At National Events, the local organizers or USAT often provide food for the Staff and Officials during the time you work the event.
8. After the event, you will complete the National Stipend Form. This is available on the USAT site. You receive $150 for the first day you work and $100 for each subsequent day. You need to complete the form, then save as a PDF and email the PDF to Mark within 5 days of the event. The fee will later be directly deposited to your checking account. (You should have set up a checking account through Expensify a year or so ago. If you have not done so, you need to set one up. Email Ruth and she will send you the instructions)
9. After the event, you will submit any expenses through Expensify.com. You will log in, Click Report. Create a New Report. You will type in the event name and the location of travel (for instance: Multisport National Festival; OKC to Omaha and back)
10. Click Add Expenses: Click New Expense. If you are entering mileage, click the Distance button at the top. Then click Create Receipt from Map. You will type in your beginning address, any interim address stops for USAT, then your ending address – for example, I type in my house, the airport in Omaha to pick up other officials, the hotel address, the venue address, the hotel address, the airport to drop off officials, my home address to get the total miles I traveled). If the mileage reimbursement exceeds $500, modify the amount and write a note in the description. You will get an alert showing the system knows this isn’t the normal reimbursement rate – that’s ok. On this same page:
	1. Select the rate as the current IRS rate
	2. Leave the ground transportation
	3. Add the starting travel date
	4. Your department GL is 5- National Events
	5. For Program GL, Scroll to find the appropriate one
	6. If Mark/Paul gives you a number for the Program GL GL, enter it in the box – if not leave it blank and Mark assists you.
	7. Fill out the description of the travel (example: home to airport to hotel, to venue to hotel to airport to home and include the flat fee you agreed to if it is less than the full IRS mileage amount)
	8. Click Save
11. For expenses like Bag Fees, Tolls, Parking, You use the Expense tab on the New Expense page.
	1. List the merchant name
	2. Add the date of the expense
	3. Select the type/category of the expense
	4. Select 5-National Events as the Department GL
	5. Select the Program GL
	6. Select the Program GL GL if you’ve been given this number from Mark or Paul. If not, leave it blank and Mark or someone at USAT will assist.
	7. Fill in the description of the expense
	8. Click the plus sign in the receipt box and attach an image of the receipt.
	9. Click Save
12. Once this is all added to your report, write any notes to Mark or Paul for the items you included. If I accepted a flat travel fee, I mention it here again to be safe.
13. Click Submit and it will automatically send the report to Mark Turner to process.
14. If you have questions in Expensify, click the green chat button on the bottom right for help from their admins.
15. After items are approved, you will receive emails from Expensify as it moves through the channels and they will let you know when to expect the reimbursement in your account. The Stipend will also be directly deposited into your account, but you do not receive an email. These are approved by Mark/Paul and I cannot tell you how long it will take to receive the fee.