



Meeting Travel Reimbursement Policy

(as of June, 2017)

As a non-profit organization, stewardship of our resources is essential. The US Lacrosse (USL) Meeting Travel Policy is to reimburse volunteers for approved, reasonable, proper, and necessary travel expenses incurred in conjunction with approved USL meetings.

Travel Expense Reimbursement

US Lacrosse will reimburse reasonable, actual expenses incurred when traveling on official USL business. This includes coach class air travel, ground transportation, and lodging. Since most meetings include meals, these costs are not covered under the policy.

Following each meeting, expense reports should be submitted to the appropriate USL staff leader no later than two weeks after the meeting date. As long as the expenses fall within our guidelines (please see details below), all expense checks will be processed in a timely manner. While US Lacrosse cannot accept donations for volunteer travel expenses not covered by the policy, such expenses may be taken as a deduction on the individual's tax return. (Please review IRS guidelines or speak with your accountant)

Air Travel Reimbursement

Air travel must be purchased outside of 21 days of the meeting and will be for the most direct route from point of origin (traveler's normal place of business) to the meeting destination. If a volunteer purchases a nonrefundable, discounted airfare and the meeting is canceled, USL will reimburse that amount. Any airfare in excess of \$600 requires prior approval. USL will not reimburse for first-class airfare, business class airfare, flight changes, upgrades or additional stops not involving USL business (after initial booking) unless the reason for doing so is documented and justified. USL will also not reimburse a traveler for comparable airfare if the traveler submits a free ticket (i.e. earned frequent flyer miles). Other non-reimbursed items include flight insurance, in-flight Wi-Fi or movies, and in-flight beverages or meals.

Preferred Travel Agency

The designated travel agency for USL is Carlson Wagonlit. Board members and volunteers are not required to use the agency, but are welcome to do so. To contact CWT, call: (800) 243-3858 or nwteam1.us@contactcwt.com Monday through Friday, 9am – 8pm EST.

Ground Transportation

If traveling by automobile, USL will reimburse the current IRS approved business travel rate. Extended automobile travel mileage reimbursement will be limited to the equivalent of round-trip, coach-class airfare. Parking and toll charges are reimbursable at actual cost. Shuttles, taxi fares, and hired transportation (Uber/Lyft) to and from the

airport are reimbursable at actual cost. Midsize automobile rental will be reimbursed when the meeting location is over one hour from an airport, when the cost of a rental car is less than a round-trip shuttle or taxi, or when two or more members travel together. Global positioning systems (GPS or Never-Lost) will not be reimbursed.

Hotel Accommodations

Double occupancy is encouraged when possible. Lodging Master accounts have been arranged for most hotel meeting sites and all volunteers are guaranteed for late arrival to this account for room and tax only. Upon check-in, a credit card is needed for incidentals. Only room and tax will apply to the Master bill. Personal charges must be paid for at check-out time. Please note that the following items are not reimbursable: movies, valet car parking, personal entertainment, mini bar, laundry, etc. If electing to stay at another facility, USL will reimburse for expenses up to the negotiated rate. Extended Stay Weekend hotel accommodations associated with a discounted airfare are reimbursable when authorized in advance by USL. This will be considered only if the cost of those accommodations with the discounted fare is equal to or less than the cost of a regularly priced airline ticket to the site. Expenses incurred during an extended stay at the meeting site or travel to other locations for personal reasons is not reimbursable.

Non-Reimbursable Travel & Entertainment Expenses

USL will not reimburse for the following miscellaneous expenses: ♣ airline club membership dues or flight insurance ♣ alcoholic beverages ♣ annual fees for credit cards to gain travel points ♣ movies (in-flight or in-room) ♣ personal phone calls ♣ valet service ♣ gift shop purchases ♣ personal reading materials (i.e. magazines, newspapers) ♣ personal entertainment (i.e. golf, tennis, spa, movies) ♣ frequent flyer upgrades ♣ loss or theft of airline tickets ♣ loss or theft of personal funds or property ♣ medical expenses while traveling ♣ "no show" charges for hotel or car services ♣ optional travel or baggage insurance ♣ parking or traffic violations ♣ in-flight or airport internet charges

Miscellaneous Reimbursable Expenses

Travelers will be reimbursed for the following miscellaneous expenses incurred while on USL business: ♣ Business office expenses (faxes, copying services) ♣ USL Business phone calls ♣ Conference fees ♣ Ground Transportation (taxi, bus, airport vans, etc) ♣ Luggage storage and tips for service ♣ Parking and tolls ♣ Hotel room internet charges

Required Documentation

Receipts are required for the reimbursement of all meeting expenses. Under no circumstances will reimbursement be made for expenses exceeding (\$25) without a receipt. Receipts will include the name of the establishment, business purpose, date and name of individuals attending, if more than one person is in attendance. Note: USL requests that travel expense reports with the proper receipts attached be submitted to USL within 14 days of a traveler's return. In order to facilitate easier record keeping and increase convenience during USL meeting travel, volunteers may request to be added to the Concur Expense Platform. The sooner all receipts and a properly completed expense report are returned, the faster reimbursements will occur.

Meeting Travel Expense Reimbursement Form

Name _____ Mailing Address _____

For what meeting are you requesting reimbursement? _____

Meeting Date _____ Meeting Location _____

Trip Origin (if different from above): _____

Trip Destination (if different from above): _____

Mode of Transportation

AUTO	Round Trip Miles	x 53.5¢ per mile	Tolls	Parking	Total Expenses

AIR/TRAIN	Carrier	Date Purchased	Ticket Cost

TAXI	Shuttle	Total Expense

Accommodations

HOTEL	Hotel Name	# of Nights	x rate	Total Cost

Total Reimbursement Requested \$ _____

Choice of Reimbursement (please check one) – **If donating, please indicate to which fund (e.g., Annual Fund, Capital Campaign, National Teams, First Stick, Education & Training)**

- _____ In lieu of expense reimbursement, I wish to claim my travel expenses as a contribution to US Lacrosse. Please send me an acknowledgement of this gift, in the amount indicated above, for my tax records. I understand that this contribution is tax-deductible to the fullest extent allowed by law.
- _____ Please issue me a check in the amount of the expenses I have indicated above.
- _____ I would like to contribute \$ _____ of my expenses as a donation and have the rest reimbursed.

Signature _____

Date _____

Note: ALL receipts must be submitted along with this form.