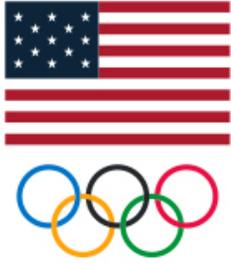


# U.S. Olympic & Paralympic Committee Policy



**Policy Name:** National Medical Network Travel Policy

**Date of Issuance:** 6/6/2022

**Policy Owner:** Chief Medical Officer

**Applies to:** Team USA Athletes and Medically Responsible Parties (as described herein)

## **Purpose:**

To define allowable expenses for eligible athletes and approved medically responsible parties (collectively referred to as “travelers”) who are traveling for approved medical services within the United States Olympic & Paralympic Committee’s (USOPC) National Medical Network (NMN). Eligibility for NMN services and a description of the types of services that may be approved are set forth in the USOPC NMN Services Eligibility Policy.

## **Policy Statement:**

The USOPC sports medicine department will provide comprehensive travel booking whenever possible for eligible athletes traveling for approved NMN services. When available, the USOPC sports medicine department will book all services in advance of scheduled travel. Travelers may seek reimbursement for reasonable and necessary expenses incurred during approved NMN-related travel as described below.

## **Travel Details**

Travel is typically defined as a trip greater than 50 miles.

### **I. Air Travel**

All air travel will be booked with the USOPC’s airline sponsor, Delta Airlines, if the destination and accommodating flight times are served by Delta, unless otherwise determined and approved by the USOPC. In the event an existing flight itinerary requires modification to accommodate an approved medical appointment, the NMN will reimburse the booking party (e.g. the traveler, National Governing Body, etc.) for any change fees and difference in fare. International travel will not be covered by the USOPC, except in limited circumstances and within the USOPC’s sole discretion.

### **II. Lodging**

The USOPC preferred vendor, Airbnb, will be utilized when an overnight stay is necessary, and when accommodations serviced by Airbnb meet the needs of the trip. In some cases, standard hotel accommodations may be booked at the discretion of the USOPC sports medicine department. When traveling to a location with training site accommodations (Colorado Springs and Lake Placid), on-campus lodging will be booked at the respective location if possible. All lodging accommodations will be arranged for a maximum of (7) nights, as deemed necessary and as approved by the USOPC Chief Medical Officer (CMO) or their designee.

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## III. Ground Transportation

- a) *Ride Share Service:* Ride share services, airport shuttles and taxi services are allowable methods of ground transportation.
- b) *Rental Cars:* The USOPC preferred vendor, Avis/Budget, will be utilized when a car rental is required. In general, a mid-sized car is the preferred type; however, the size and type of rental should be appropriate for the number of people while travelling, the business being conducted, and the road conditions on which it will be used. When renting a car for domestic travel, travelers should not accept offered rental insurance as the USOPC has coverage. Rental cars will be booked in advance by the NMN, when possible and as necessary. Rental cars remain a secondary option when other transportation options are available, as directed by the USOPC sports medicine department.
- c) *Airport Parking:* Travelers must use long-term economy lot parking. Travelers should consider using a taxi, ride share service or carpooling to avoid excessive parking costs. Travelers at the Lake Placid and Colorado Springs Training Centers are strongly encouraged to utilize the shuttle service when possible.
- d) *Use of Personal Vehicle:* Travelers must have a valid driver's license and have insurance in compliance with all state laws. Mileage is reimbursed at the rate established by the IRS. This mileage allowance is in lieu of actual expenses for gasoline, oil, repairs, and depreciation. A screenshot of the route should be submitted with each mileage reimbursement request. In instances in which a personal vehicle is used for travel as personal preference, standard flight costs will be compared to the mileage rate, and travelers will receive reimbursement for the lesser of the two.
- e) *Other Transportation Fees:* Tolls, ferries, and parking expenses incurred are reimbursable. Parking tickets, moving violations, fines, penalties, towing charges, accidents, and theft losses are not reimbursable.

## IV. Travel Changes and Cancellations

If a flight, lodging or ground transportation reservation requires cancellation or changes for any reason not deemed necessary by the USOPC, it is the responsibility of the traveler to notify their NMN liaison as soon as reasonably possible, so that they may cancel or change the reservation prior to travel. Any expenses associated with unapproved changes are the responsibility of the traveler.

## V. Reimbursement

The reimbursement of expenses is subject to advance approval by the USOPC sports medicine department.

- a) Required Documentation

Adequate documentation in the form of receipts must accompany each reimbursable expense within 60 days of incurring the expense. Every effort should be made to obtain a duplicate copy of a missing receipt.

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## **b) Other Reimbursable Expenses**

Expenses which qualify for reimbursement or direct payment by the USOPC include, but are not limited to:

- Airline baggage fees (1 checked luggage)
- Copying and fax charges, including the shipment of medical records in advance of travel
- Tips on taxi services are reimbursable but should not exceed 20%
- Fees associated with emotional support or service animals
- Airline, vehicle, or hotel upgrades as required for medical conditions

## **c) Non-Reimbursable Expenses**

Examples of expenses that are not eligible for reimbursement or direct payment by the USOPC, include, but are not limited to:

- Costs of personal guests (unless deemed medically necessary by USOPC Sports Medicine)
- Damages incurred to any form of rental accommodations
- Donations added to hotel bills
- Excessive expenses related to lost luggage
- Health spa services
- Movies (in-room or in-flight)
- Parking tickets, traffic fines and penalties
- Personal membership (including airport parking membership)
- Personal travel expenses, including sundries and recreational reading
- Short term parking at the airport
- Meals and entertainment
- Pet fees not associated with an emotional support or service animals