

## USA DIVING TRAVEL REIMBURSEMENT POLICY

- A. It is the policy of USA Diving (USAD) to provide reimbursement for employees and board members for pre-approved travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary, as well as job-related or project related, and must be pre-approved in writing by CEO or Chairman of the Board.
- B. USAD will only reimburse for pre-approved travel related expenses when the employee or board member provides documentation of the expense with receipts from purchases or other verifiable documentation.
- C. Employees and board members seeking reimbursement must complete the Expense/Reimbursement Request form. The form must be fully and accurately completed and submitted to the CEO. All receipts should be scanned/attached and submitted with the form.
- Local travel will be reimbursed via direct deposit in accordance with applicable policies and procedures. This includes reimbursement for transportation by taxi and/or public transportation, and, when pre-approved, use of an employee's personal automobile. USAD will reimburse employees for the use of their personal automobile in accordance with the federally approved mileage rate for business use of personal vehicles.
  - Reimbursement of meals when there is no overnight travel should be paid by the organization only when the meal has a defined business purpose.
  - For out-of-area travel, USAD will reimburse all pre-approved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, train or bus tickets, taxicab fares, meals, and gratuities etc. USAD may at its sole discretion, provide a per diem amount limited to the federally approved per diem limits to employees for any overnight business travel. Employees and volunteers should travel at the lowest available airfare to accommodate the purpose of the business trip.