



**USA ARCHERY POLICY:** Travel Policies and Procedures

**DATE OF ISSUANCE:** April 2018

**DIVISION:** FINANCE DEPARTMENT

**APPLIES TO:** All USA ARCHERY Staff/Athletes/Contractors/Volunteers

**PURPOSE:** To define USA ARCHERY's Travel Policies and Procedures

## **USA Archery Travel Policies and Procedures**

### **Contents**

1.0 General.....	2
2.0 Scope.....	2
3.0 Purpose.....	3
4.0 Authorization and Responsibility.....	3
5.0 Accountability.....	3
6.0 Rates.....	3
7.0 Exceptions.....	4
8.0 Transportation.....	4
9.0 Food and Lodging.....	6
10.0 Telephone, Fax, and Internet Expenses.....	7
11.0 Timeliness.....	7
12.0 Spousal Travel/Domestic Partner/other dependent Travel.....	8
13.0 Other Incidental Expenses.....	8
14.0 Daytrip Per Diem.....	9
15.0 Documentation.....	9

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## 1.0 GENERAL

- 1.1 USA Archery's (USAA) Travel Policy provides for necessary and reasonable travel expenses incurred for authorized USAA business. The intent of these guidelines is that payment be fair, equitable, and efficient for both the traveler and USAA. These guidelines have been designed to be easy to understand and administer. USA Archery's Travel Policy must be reviewed annually among the staff with any modifications or changes recommended to the Board of Directors for approval.

Expenditures of USAA funds for travel must occur in furtherance of the organizations mission, and a business purpose must exist for each instance of expenditure. To ensure sound business practices and proper reporting, travel expenses must comply with federal regulations and sponsored agreements, particularly tax regulations under the Internal Revenue Code and United States Olympic Committee. The traveler is responsible for reading and understanding this policy before planning and commencing travel for USAA. The traveler must complete and submit appropriate forms in a timely and accurate manner, accompanied by sufficient documentary evidence to demonstrate that the expense was incurred, reasonable, and business related.

At their discretion, USAA departments may impose more restrictive guidelines for budgetary or control reasons. In no instance shall a department have less restrictive travel policies than those described herein.

When deciding whether or not to request reimbursement for an item, an employee should be able to answer yes to each of the following questions:

1. Was the expenditure necessary to the conduct of USAA business?
2. Would a prudent employee have incurred this expense?
3. Did I actually spend this amount of money?
4. Is it reasonable to request and to expect travel reimbursement?

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## 2.0 SCOPE

- 2.1 These guidelines apply to all travel expenses regardless of the source of funds. This travel policy applies to staff, visiting parties, coaches, officials, contract employees, athletes and non-USAA personnel traveling on or using funds administered by USAA. At their discretion, USAA departments may impose more restrictive guidelines for budgetary or control reasons. In no instance shall a department have less restrictive travel policies than those described herein.

Official travel is defined as movement on official business of the USAA from one's home or normal place of employment to another destination, and return from there either to one's normal place of employment, home, or next official business destination. Paid travel time for non-exempt employees will be defined in the USA Archery employee handbook.

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### 3.0 PURPOSE

- 3.1 The purpose of these guidelines includes:
- Providing guidance to travelers, travel arrangers, approvers, and auditors on cost-effective management of travel expenses.
  - Defining the responsibility and accountability of the traveler and the authorizer of USAA business travel.
  - Defining the consequences of not adhering to the guidelines.
  - Setting the rates of reimbursement for mileage and meal per diems for employee travel on USAA business.

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### 4.0 AUTHORIZATION AND RESPONSIBILITY

- 4.1 Traveler – A traveler on USAA-related business has the responsibility to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travel arrangements should use the most cost-effective means available to meet the programmatic requirements of the trip. The traveler is responsible for prompt submission of travel-related expenses.
- 4.2 Department – Authority and responsibility for approval and control of travel by employees rests with the supervisor or manager of the account to which the expense is to be charged. Travel expenses are payable only when required approval(s) are appropriately obtained.

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### 5.0 ACCOUNTABILITY

- 5.1 Department – Accountability for carrying out the USAA travel guidelines rests with the department head. Required documentation of travel expenses will be retained in accordance with the written procedures and are subject to audit.
- 5.2 Traveler – Travelers are liable for overpayments that may be discovered in a post-audit review. Discovery of fraudulent practice by travelers while on authorized USAA business is cause for dismissal as well as other consequences that may be determined.
- 5.3 All persons traveling on behalf of USAA and those who approve expense reimbursements are responsible for knowledge of USAA travel policies and procedures and compliance with sponsoring agency regulations governing travel expenditures. All travel expenses are subject to audit by USAA, external auditors, as well as by agencies such as the Internal Revenue Service and the internal and external auditors of non-Government sponsors. The purpose of these audits is to ascertain that the expenses are proper and fully documented.

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### 6.0 RATES

- 6.1 Per Diem Meal Allowance – The accounting department shall promulgate and keep current a Travel Reimbursement Rate Table showing allowances for meals.

- 6.2 Personal Vehicle Use – Reimbursement for personal vehicle use will be reimbursed at the then current rate established by the United States Internal Revenue Service, which rate shall be deemed to include the cost of fuel and other operating expenses of the motor vehicle. The accountant will promulgate changes to vehicle reimbursement rates as necessary.

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## 7.0 EXCEPTIONS

- 7.1 Exceptions to the travel guidelines and regulations require the approval of the Chief Executive Officer (CEO).

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## 8.0 TRANSPORTATION

Travelers are expected to utilize the least expensive, most direct, and efficient means of transportation available. This includes rental vehicles, taxis, limousines, and transporter services. Employees traveling to the same destination should consider sharing ground transportation when possible.

Commercial Air Travel – USAA has contracted with an outside travel organization and will use this organization for most air travel reservations and preparations. Details of the traveler’s information (such as name, birthdate, travel to and from locations, preferred times, etc.) should be supplied to either the contracted organization or supervisor depending on the standard practice within the department. These details should be supplied no later than 2.5 weeks prior to travel date.

In addition to the cost of the plane ticket, additional reimbursements shall be made for reasonable and prudent baggage fees, premium fly date surcharges, and ticket change fees. Although allowed, travelers should plan accordingly to avoid premium and change fees whenever possible. Changes should be pursued only for the benefit of the USAA business, not for personal convenience alone. Original receipts or electronic copies must be submitted with the expense report.

When necessary and applicable, airline tickets should be purchased at the lowest published fares available, exclusive of non-refundable, non-changeable “basic economy” fares. Airline tickets should only be purchased by the traveler when approved by the supervisor or his/her designee. Every effort should be made to ensure all airline reservations are booked at least two weeks in advance; and when possible two or more weeks in advance, to take advantage of discounted fares. Tickets must be used for travel by the person for whom they were purchased. Commercial air travel expense is reimbursed on the basis of actual cost incurred by the traveler using normally traveled routes when applicable. Travelers should select the type and class of services available to accomplish the travel at the most economical rate. Priority boarding and check-in fees are not reimbursable.

USAA will not reimburse travelers for tickets purchased with frequent flyer miles.

No USAA funds may be used for upgrade coupons, tickets, etc. for any flight without prior authorization from the CEO or his/her designee. All approvals should be documented and attached to the expense report. If approval is not obtained in advance for the use of upgraded seating (which includes upgraded seating above standard coach/economy), reimbursement will be reduced to the estimated economy fare available at the time of booking.

- 8.1 Rail – USAA will reimburse the cost of coach railroad fare not to exceed the cost of coach airfare. If applicable, the cost of coach airfare should be documented with the expense report. Original ticket receipts or electronic copies for expenses are required and should be attached to the expense report.
- 8.2 Bus – USAA will reimburse the cost of commercial bus fare not to exceed the cost of coach airfare. If applicable, the cost of coach airfare should be documented with the expense report. Original ticket receipts or electronic copies for expenses are required and should be attached to the expense report.
- 8.3 Personal Automobile Travel – Travel by personal automobile is an allowable expense when deemed the most economical and reasonable mode of travel under the circumstances. Factors which should be considered include distance to be traveled, total costs to be incurred in operating an automobile as compared to other modes of travel, and potential cost savings if a car rental fee will be avoided.

Personal vehicles may be used in lieu of commercial airline travel. Mileage will be reimbursed at the established current rate by the IRS and should cost USAA no more than the available commercial coach/economy airline fare 3 weeks before the travel date and parking expenses associated with air travel. Please attach a report of mileage to the expense report. Mileage reports can be created by printing the information from an online source (such as MapQuest, Google Maps, Yahoo, etc.)

Tolls and parking charges will be reimbursed in addition to the mileage allowance. Economy airport parking (lowest cost parking lot) should be utilized. Electronic copies of receipts should be submitted with the expense report in a single pdf document for any expenses. No reimbursement is made for the cost of repairs to the vehicle or other such costs whether they result from the traveler's acts or the actions of others.

When reimbursement for local mileage is requested, a list of all trips should be attached to the request for reimbursement. Origin, destination, date, business purpose and number of miles traveled should be included on the listing, regardless of the length of the trip.

USAA will not reimburse employees, athletes or contractors for parking tickets, fines for moving violations or vehicle towing charges. When two or more passengers travel in one private automobile on official USAA business, only one employee may claim reimbursement for mileage.

- 8.4 Automobile Rental – The use of a rental car should be justified as an economical and/or business necessity. All USA Archery travelers driving a rental car on USA Archery business must be pre-approved for driving by submitting the MVR authorization form (authorizing a motor vehicle report) allowing enough time for approval prior to traveling. This report will be reviewed/approved by a member of USA Archery management. This approval for driving is good for one year. Travelers will be reimbursed for the rental of a compact, economy or mid-sized car. Travelers who choose to upgrade to a full-size, luxury, or sport utility vehicle will not be reimbursed for the difference in price unless the traveler provides a specific business or medical reason for the upgrade, which must be explained on the expense report. Travelers should use rental companies which provide the lowest rates for the applicable service. Rental cars should be shared when two or more individuals are on a common itinerary. USA Archery provides liability insurance for those on USA Archery business, so liability coverage should be declined. All electronic copies of receipts should be included with the expense report.

Reimbursable items include the rental fee, fuel charges, tolls, and parking. As a general policy, travelers should fill the gas tanks on rental cars before returning them.

Non-reimbursable items include tickets, fines, car repairs, satellite radio, and GPS rentals.

- 8.5 USA Archery Owned Vehicle – Upon occasion it may be necessary for a person to travel or transport others using a USA Archery owned vehicle. Such travelers must be pre-approved to drive for USA Archery business by submitting the MVR authorization form to the appropriate USA Archery staff person. In addition, the traveler must review, sign and follow the USA Archery Company Car policy.
- 8.6 Local Transportation – Costs of public transportation, airport shuttles, taxis, limos and car services are acceptable for service to and from airports and railroad stations, between appointments, and between hotels and meeting locations. Travelers should select the most cost effective mode of transportation. Original receipts or electronic copies are required with the expense report.
- 8.7 Parking – Reasonable parking charges will be reimbursed. Short-term/garage airport parking should be avoided. Alternative arrangements for travel to airports should be considered when airport parking charges would exceed the cost of a round-trip taxi or limousine service. Original receipts or electronic copies are required to be included with the expense report.

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## 9.0 FOOD AND LODGING

Employees, athletes and contractors pre-approved to travel on USAA business who are not provided with a travel stipend are eligible for reimbursement for their personal meal expenses. Employees may choose to submit receipts for their actual meal expenses or they may opt to use the per diem rate; they cannot combine both methods on the same trip. Actual meal expenses will be reimbursed only up to the maximum amount of the per diem rate. All meal receipts submitted should be those showing the itemized bill. The current daily per diem rate is \$50 for employees who are traveling at least 12 hours (clock starts on travel two hours prior to scheduled flight time) unless otherwise approved by a supervisor. Employees, who are traveling less than 12 hours, will be eligible for 50% of the daily per diem.

- 9.1 Before making any travel arrangements, travelers should check with their department to determine whether budgetary limits have been imposed. Expenses for food and lodging are reimbursable on the basis of actual, reasonable expenses incurred. Charges for meals or services on hotel bills should be entered separately from the room charge on the expense report. In some cases the traveler will be paid a travel stipend in lieu of travel reimbursements.

Approved meal expenses that meet defined requirements should be recorded as travel meal expenses. In no circumstance is alcohol permitted as a reimbursable expense without prior CEO approval. If federal funding is being used for the event, other restrictions may apply, and you should consult the Finance Director prior to the trip for clarification. The receipt should have the names of all persons for which the meal was paid and should list the purpose related to the expense. All travel meal expenses must be coded to the appropriate account number under Travel and Meetings. Any persons allocating an expense as an entertainment expense should have prior supervisory approval.

In a situation where an employee, athlete, or contractor is attending a conference or other meeting where catered lunch is provided or meals included; the traveler is not entitled to a per diem allowance for meals that are included as part of the registration fee or included on a list of attendees for a business expense. Meal per diem allowances are the following for each meal: breakfast \$10, lunch \$15 and dinner \$25.

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## **10.0 TELEPHONE, FAX, AND INTERNET EXPENSES**

- 10.1 Reasonable expenses incurred for business-related long-distance calls and internet connection fees necessary while traveling are normally reimbursable. Travelers are encouraged to use calling cards to reduce long-distance calling costs. Cell phone reimbursement will be evaluated on an individual case by case basis.

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## **11.0 TIMELINESS**

- 11.1 All travel expense reimbursements to employees must be accounted for within “a reasonable period of time” of when the expense was incurred. USAA is required to follow a number of legal requirements imposed by the IRS. Accordingly, to be considered timely, all reimbursement requests should be received within 30 days of when the expense was incurred. If a traveler is unable to submit their report within the 30 days, they should request a delay by notifying the approving supervisor of the reason they cannot submit the report on time, the estimated total cost and the estimated reporting submission date (not to exceed 60 days) of when the expense occurred. The approving supervisor will provide this information to accounting so that the department is made aware of the outstanding expense report

Travel expenses submitted that are not properly approved or that do not include appropriate documentation will be returned to the traveler for correction. If receipts for transportation (other than personal vehicle), hotel charges, meals, or other expenses are lost, the traveler should obtain a replacement receipt to accompany the travel request.

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## 12.0 SPOUSAL TRAVEL/DOMESTIC PARTNER/OTHER DEPENDENT TRAVEL

- 12.1 As a result of the IRS not considering expenditures of this type a qualified business expense, no travel expenses, transportation, lodging, meals or registration fees, etc., for spouses or other persons accompanying employees on USAA travel will be reimbursed/paid.
- 12.2 When an employee, athlete, or contractor traveler and a guest occupy a double room, the single room rate will be reimbursed and must be noted as such on the travel expense voucher; however, if applicable, the additional cost of the room will not be included.

If a person on official travel is accompanied by a person not on official travel, and the expenses for travel, accommodations, or other services are incurred jointly by such persons, then reimbursement by USAA to the person on official travel is limited to the actual expense attributable to the traveler or to the amount that the traveler would have incurred if traveling alone.

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## 13.0 OTHER INCIDENTAL EXPENSES

- 13.1 USAA will reimburse ordinary and necessary incidental expenses related to travel including but not limited to shipping fees, laundry, and tips. Travelers should use good judgment when tipping, but no reimbursement will be allowed for amounts over 20%.
- 13.2 Expenses of a personal entertainment nature including but not limited to movies, in-room movies, mini-bar charges, recreational fees, health club fees, airline clubs, hotel clubs, country clubs, massages and toiletries will not be reimbursed/paid.
- 13.3 Group Travel – If a group of persons traveling together on official travel incurs joint expenses to be reimbursed from the same source, such expenses may be paid and reported by one traveler for convenience; however, an authorization should be completed and approved for each traveler, except for teams. The circumstances should be explained, and the names of all persons should be listed on the expense report or an attachment.
- 13.4 Cash Advances – Typically, all travel expenses, including food, travel and registration, are paid by the traveler and reimbursed, or prepaid by USAA. However, when necessary, cash travel advances are permitted. All travel cash advance should be requested in writing and no later than 2 weeks prior to the travel date. Documentation responsibility lies with the person who cashes the Cash Advance Check supplied by the USAA. In the event that cash is dispersed to other parties, those parties must sign documentation stating that they received the funds along with a description of the purpose of the funds.

Cash expense payments where the receipt is not available (such as a street vendor), must be listed on a fund log specifying the amount paid, vendor name/reference, type of purchase, and purpose as well as include a verifying second signature. For more information see USA Archery's Financial Policies and Procedures.

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## 14.0 DAYTRIP PER DIEM

- 14.1 Daytrip per diem - If it necessary for a staff member to travel for the day (meetings, or breakfast training, etc.), the staff member may submit for meal per diem allowances. Breakfast per diem may be claimed if required travel begins before 5:00 am, and dinner per diem may be claimed if required to work after 7:00pm. As stated previously for other travel, in a situation where an employee is attending a conference or other meeting where meals are provided, the traveler is not entitled to a per diem allowance.. Meal per diem allowances are the following for each meal: breakfast \$10, lunch \$15 and dinner \$25.

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## 15.0 DOCUMENTATION

- 15.1 Credit Cards – In addition to a traveler’s own personal credit card, USAA has a procurement card alternative available for the payment of business related expenses.
- 15.2 Procurement Card – All charges for purchased services and those charges utilizing the procurement card for travel accrue to USAA and must be reviewed and approved for payment each billing cycle by the cardholder in a manner described in the procurement card policy. All travel expense documentation outlined within this document still applies.
- 15.3 Travel Expense Report – Travel expense reports that are not properly approved or that do not include appropriate documentation will be returned to the traveler’s department for correction.

Travelers are reimbursed for expenses properly approved and documented. Time, effort and confusion are minimized when travelers complete their expense reports fully and accurately and submit them on a timely basis upon trip completion. IRS rules require business travel to be documented in a timely manner. Be sure to verify with the appropriate department for any additional reporting deadlines or if the 30 day timeline will not be met.

If receipts are lost or misplaced, the traveler should obtain a replacement receipt to accompany the expense report, or those expenses will not be reimbursed.

When completing the expense report, make sure you are filling out the most recent revision of the form and employees should be sure to include the appropriate accounting codes. All expense forms and receipts should be submitted as one pdf document.

**USA ARCHERY ANNUAL TRAVEL POLICIES AND PROCEDURES  
COMPLIANCE CERTIFICATION**

**INSTRUCTIONS:**

USA ARCHERY requires that its staff, athletes and contractors recognize the importance of complying with the company's Travel Policies and Procedures. To avoid situations of inadvertent non-compliance, USA ARCHERY mandates that every employee review the Travel Policies and Procedures annually and submit to the CEO their compliance with this important Policy.

It is mandatory that each employee return the completed Travel Policies and Procedures Compliance Certification by no later than December 31 of each calendar year to ensure that USA ARCHERY operates in complete compliance with this Policy. Individuals who do not return this Certification, or who neglect their duty to comply with this Policy, will be subject to disciplinary measures.

USA ARCHERY STAFF Certification:

\_\_\_\_\_ I certify that I have read the USA ARCHERY Travel Policies and Procedures and am currently in compliance with the procedures.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Print or type name here: \_\_\_\_\_