

# US SPEEDSKATING TEAM TRAVEL POLICY

Last Revised July 17, 2015

US Speedskating (USS) teams are required to travel around the world in order to experience the best training and competition opportunities. Travel is a major component of USS operations and accounts for a significant portion of its annual budget. It is vitally important that USS is diligent in planning and executing its travel to eliminate risk.

This document pertains to those travelers eligible, selected or qualified to represent the U.S. in domestic and international team travel. Athletes qualified for USS team travel funding as designated by USS Long Track and Short Track Rules and Regulations should refer specifically to sections (A.) and (C.) of this document. Travelers who are not qualified for travel funding by USS should refer specifically sections (B.) and (C.) of this document.

Exceptions may occur to this policy at USS discretion due to special circumstances or unique situations.

Please note USS policy and guidelines can change at any given time without notice.

## **(A.) USS Funded-Athlete Travel & Expense Reimbursement Overview**

### **1. General Tenets**

- 1.0 The purpose of this policy is to ensure that travel expenses incurred by USS are cost effective and efficient while realizing those traveling should be accorded the most optimal possible travel arrangements while traveling as a team.
- 1.1 Everyone traveling on behalf of USS is expected to take advantage of the lowest airfare offered whenever possible, regardless of airline, going portal to portal. For team travel, air travel will be determined and arranged by USS staff on the airline carrier that provides the lowest fare possible, but with a practical travel itinerary, which may vary from country to country.
- 1.2 When travel is covered by and/or arranged by USS, USS must be notified of the intent to travel in writing. Any and all additional expenses compared to the average traveller incurred by USS in connection with such skater's delay to notify USS shall be the responsibility of the skater.
- 1.3 Upon request of the designated USS staff member, all athletes, and team staff, will provide travel information (full name, date of birth, passport, travel dates, home airport, etc.) in a timely manner for use in making travel arrangements.
- 1.4 USS has established a relationship with Stage and Screen Travel Services in order to centralize travel activities and establish consistent, effective, flexible and efficient procedures for booking group travel. Stage and Screen Travel Services is a national agency specializing in sport team and group travel programs. At USS discretion USS may use their services to arrange and ticket team flights.
- 1.5 USS also has an established partnership with United Airlines, which helps mitigate the cost of travel through value-in-kind ticketing and other benefits. It is important for USS staff and athletes to respect United personnel worldwide and to be gracious in their travel relationships. USS travelers' respectful treatment of United helps maintain a great relationship and the continuation of the benefits that come with that relationship. This policy should also be respected for any other airline the team travels on.

## 2. Air Travel

- 2.0 In general, the designated USS staff person will make all travel arrangements for all U.S. team members and team staff. Teams will typically depart a couple of days before the first official practice day and return on the day following the last day of competition. USS will be sensitive to the needs of the athletes, taking into consideration the number of stops and layovers on the flight itinerary. The travel dates will be decided by the Head National Team Coach and approved by the High Performance Director.
- 2.1 For U.S. team travel, USS will not assume the responsibility to provide travel and/or accommodation arrangements for family members, personal coaches, etc.
- 2.2 Athlete air travel will be booked as indicated by 2.2a and 2.2b. The designated USS staff member is responsible for communicating general travel plans to team athletes, coaches, and support staff. (If you do not receive a copy of your electronic itinerary or itinerary with confirmation code within four days prior to travel, please contact the designated USS staff member or designated Team Leader immediately.)
- a. Senior World Team athlete's, with signed Athlete Agreement, air travel will be booked roundtrip from Salt Lake City, Utah - USS National Training Program base or Milwaukee, Wisconsin – designated USS and USOC Training Site (designated locations) to select World Cup and World Championship Events and back to the same location by the selected USS staff member. For athletes training outside of the designated locations, airfare not exceeding that of the team's roundtrip from and to the designated locations will be covered by USS. Any overages on the cost of airfare will be covered by the athlete.
  - b. USS Junior World Championship Team athlete's, with signed USS Athlete Agreement, air travel will be booked roundtrip from the athlete's home/training city (as designated by athlete and/or minor athlete's parent on the completed USS Junior World Championship Statement of Intent) to the event and back to the same home/training city by the selected USS staff member.
- 2.3 When you have been ticketed for a trip, double check your flight itinerary as soon as you get it to make sure it is correct. Let the designated USS staff member or designated Team Leader know immediately if your ticket is in error.
- 2.4 For domestic travel, you need to check in at least one to two hours before departure. If traveling internationally, you need to arrive at least two to three hours before departure. Take into consideration additional baggage, number of people checking in and any current security alerts. If you miss a scheduled flight departure time or fail to check in with sufficient time to board your scheduled flight, you will be responsible for revising your itinerary and for any costs associated in revising your itinerary to travel to your destination. Should you miss your scheduled flight due to late arrival and choose not to revise your itinerary to complete the trip, you will be responsible for reimbursing USS the original cost of the provided itinerary and any resulting related costs and fees which may have been incurred to USS.
- 2.5 If a traveler plans to stay longer than the official team/event travel dates, or plans to take any side trips, or return to a varying destination, the traveler will be responsible for changing their own itinerary and will be responsible for any additional fees and expenses incurred due to deviating from the team travel plans. If a traveler makes changes to his or her USS-booked itinerary, the traveler should provide USS with their newly revised itinerary. If flight departure or arrival times vary from the original booked team itinerary, the traveler may not be guaranteed team ground transportation between the airport and hotel and vice versa.

- 2.6 If USS has purchased the ticket, and the traveler cancels his or her ticket in advance for any reason (beyond the reasons outlined in 2.13 or any extraneous circumstances that are pre-approved by the USS High Performance Director), the traveler will be charged by USS for the ticket, and this may also include any associated cancellation fees. Airline tickets that have been paid by the traveler that are cancelled will not be reimbursed by USS.
- 2.7 **Special Requests:** Approvals of special requests are at the full discretion of the High Performance Director and accommodating special requests that result in any cost over the fare offered will normally be charged to the traveler and determined by the High Performance Director.
- 2.8 **Change in Itinerary:** Once tickets have been issued, if the traveler desires a change in itinerary, the traveler will be responsible for arranging the change and covering any increase of costs. Increased costs caused by USS requirements will be charged to USS.
- 2.9 **Frequent Flyer Miles:** Travelers are entitled to earn, accumulate and retain all frequent flyer miles from any air travel paid by USS. USS is not obligated and will not enter Frequent Flyer Miles for travelers. Travelers may contact the respective airline to claim any miles credited to the traveler once the flight is ticketed.
- 2.10 **Upgrades:** If the traveler requests to purchase an upgradeable ticket, the additional costs of this ticket will be the responsibility of the traveler. The request for an upgradeable ticket must be made prior to booking. The traveler is responsible for the actual arrangement and cost of upgrading his or her seat prior to the trip. Due to possible limitations set by booking group travel, the option to upgrade a seat may not always be available.
- 2.11 All airlines charge for baggage that is over the limited number, overweight or oversized. Size and weight limitations, as well as fares, are set by each airline and vary. You are encouraged to call or check the website of the airline you are traveling. USS will cover the cost of the agreed upon number of checked luggage per traveler prior to trip. The Team Leader will be responsible for determining if excess charges for additional or oversized or overweight checked bags beyond the USS maximum covered will be paid for by USS or will be the responsibility of the traveler upon check in.
- 2.12 Ground transportation for team members to and from the airport in the home/training city is not reimbursable nor is airport parking. Ground transportation outside of the approved team travel itinerary will not be arranged by or paid for by USS.
- 2.13 **Cancellation:** In the event that illness, injury, or an extraordinary circumstance prevents an individual from traveling to an event, two things must occur:
  - a. The traveler must alert the designated USS staff member to find out the proper procedure to cancel their ticket **in advance** of the first flight departing. If the cancellation needs to occur within 24 hours prior to departure, the traveler should directly contact the airline or travel agency listed on the ticket confirmation and cancel the flight him or herself; the traveler should then notify the designated USS staff member and Team Leader immediately.
  - b. If cancellation is due to an injury or illness, the traveler must obtain a physician's letter stating the condition. The letter must be returned to USS immediately so that USS can apply for the refund of the canceled ticket cost. If the traveler does not return a physician's letter to USS within seven (7) days of the cancellation, the traveler may be charged for the full price of the airline ticket. In the event of an extraordinary circumstance, traveler should contact the USS designated staff person or designated Team Leader and have circumstance pre-approved by USS High Performance Staff.

Should the traveler cancel the air travel arrangements paid by USS for any other reason, the traveler will provide to USS the cost of the airline ticket.

### **3. Automobile Travel**

- 3.0 When a private automobile is used for all or any portion of team transportation, reimbursement at the current USS mileage allowance rate plus necessary tolls will be made to the traveler by USS. The total reimbursement (mileage and tolls) will not be more than the lowest airfare available. Using a private automobile in lieu of flying with the team must be approved by the High Performance Director prior to a potential flight reservation.
- 3.1 When a rental car is used, reimbursement will be made for the actual cost of the rental car and gas. There will be no mileage allotment when a rental car is used. The total reimbursement (rental car and gas) will not be more than the lowest airfare available. Renting a vehicle in lieu of flying with the team must be approved by the High Performance Director prior to a potential flight reservation.
- 3.2 When renting a vehicle for U.S. Speedskating business purposes, always ensure that “U.S. Speedskating” is on the rental agreement as the responsible party. If the rental company requires an individual’s name on the agreement, ensure that both the individual renting the vehicle and “U.S. Speedskating” are on the agreement. If you fail to do so, you may be personally responsible for any damages that occur to the vehicle. Provided that you comply with the above provision, always decline the rental agency offered insurance. Rental agreements for areas outside of the U.S., Puerto Rico and Canada must be for a term 30 days or under in order to be covered under the U.S. Speedskating insurance policy.

### **4. Housing and Meals**

- 4.0 Efforts will be made to have all individuals, for whom USS has financial responsibility, on a master USS rooming list that will be paid directly by USS.
- 4.1 Team rooming assignments will be made by USS High Performance Staff. Any revisions to rooming assignments can only be made by USS High Performance Staff.
- 4.2 Travel Day Per Diem: For travel days, per diem based on athlete’s respective funding level will be provided for meal expenses as outlined in the Athlete Services Grid. Receipts do not need to be returned to USS.
- 4.3 Per Diem: For days (non-travel days) where meals are not provided, per diem will be provided for meal expenses at a rate of \$35 per day (\$8 Breakfast, \$12 Lunch, \$15 Dinner) including applicable taxes and tips. Receipts do not need to be returned to USS.
- 4.4 When meals are provided, an appropriate amount will be deducted from the per diem. These provided meals may be team meals, meals provided by local organizing committees, complimentary breakfasts provided by hotels, etc.
- 4.5 USS will determine if per diem for each meal is needed for travel days for team travel.

### **5. Financial / Reimbursement**

- 5.0 USS will pay costs of team travel for USS funding-eligible athletes, which would not have been incurred if the travel had not taken place. This includes, but is not limited to, travel visas. It does not include

costs of passports, passport pictures, expediting travel passport documentation, purchase of luggage, purchased clothing items and the like.

- 5.1 When a spouse, family member or acquaintance accompanies a USS traveler, the additional traveler will be responsible for any travel/accomodation arrangements and associated expenses. This includes airline tickets, all travel expenses, and hotel accommodations. USS does not arrange or cover these costs.
- 5.2 All approved expenditures for transportation, lodging, meals, and other travel-related activities for attendance at approved events one occurs should be reported on the appropriate USS expense reimbursement request form and be sent to the appropriate USS staff member at the USS National Office. All reimbursement requests should be labeled with the related event or trip in which the expense was incurred. (The expense reimbursement period for housing and meals shall coincide with travel arrangements.)
- 5.3 All requests for reimbursement pursuant to the foregoing must include actual receipts and appropriate supporting documentation detailing the expense. Credit card authorizations are not considered sufficient.
- 5.4 When air transportation is usable but other transportation is used, reimbursement will be made for the actual cost of transportation but shall not exceed the cost of air transportation as outlined herein.
- 5.5 Request for reimbursement pursuant to the foregoing shall be made not later than 30 days following the completion of travel.
- 5.6 Whenever reimbursement is requested for expenses in excess of those listed above, an explanation shall be submitted with the reimbursement request and the prior approval by USS staff establishing that such expenses were essential to the fulfillment of the assignment. Reimbursement for excess expenses will be at the discretion of the USS High Performance Director.

## 6. Team Apparel

- 6.0 Athletes should be dressed according to ISU rules and as outfitted by USS in team apparel for official practice or competition. Outfitting will be provided as per the athlete services grid. If available, replacement apparel for 'broken' items may be replaced upon approval of the High Performance Director and program staff. Items must be sent/given to the designated USS program staff person before replacement. Team members are encouraged to wear only USS sponsor branded apparel.

### **(B.) Self-Funded Athlete Travel Procedures Overview**

This policy outlines the requirements for “**self-funded**” athletes.

Athletes are required to pay their own travel expenses to World Cup Events (as per the relevant US Speedskating Regulations) if:

**Short Track** – Qualified at the relevant selection event but have not met the set time standard OR have met time standard, but did not qualify in quota spots funded by USS.

**Long Track** – Qualified within the individual distance ISU allotted quota spot, have achieved the ISU time standard but have not:

- Achieved the US Speedskating “A” time standard
- Been selected by US Speedskating for a Mass Start, Team Pursuit, or any discretionary spot.

USS will make travel arrangements if, and only if, the self-funded athlete agrees to:

- Book their travel through US Speedskating staff
- Travel with the team
- Stay with the team for the entire duration of the trip
- Costs are arranged to be paid in full upfront through USS prior to booking

Athletes electing to make their own travel arrangements should expect to only receive:

- Event registration support
- ISU team leader and draw meeting support
- In-race coaching only, no guarantee of support of practice or off-ice training
- Potentially limited Medical and/or Team Athletic Trainer support (due to location)
- No support for travel or other logistical needs from USS staff

Self-funding athletes must declare their intent to compete in the identified ISU competitions as well as their intent to pay in full the cost to travel with the team to the competition(s) within the specified timeframe (as designated by the Rules and Regulations) at the completion of the team selection competition. Those choosing to self-fund will need to provide USS with credit card information within 24 hours of the completion of the team selection competition.

The estimated costs (flight, hotel, food) and team travel dates shall be attached to the USS Athlete Declaration form (statement of intent) along with the USS Team Travel Policy and any other required documents.

Charges and costs provided by US Speedskating are estimates based on the most current available ISU event announcement(s) and/or past travel to said locations. Costs may vary versus the provided estimates. Self-funded athletes are fully responsible for all costs up front. Any variances from projected to actual costs may be discussed with USS upon completion of the competition(s) trip.

\*US Speedskating reserves the right to approve additional athlete and travel support based on individual circumstances.

\*The above policy is for the US Speedskating selected international competition schedule only. For events US Speedskating elects not to attend, no USS staff support will be provided other than event registration support unless otherwise communicated. Athletes are required to check with USS to ensure travel logistics are not being arranged prior to making any logistical arrangements themselves.

I, \_\_\_\_\_ have read and do agree to abide by the policies outlined in this document. I authorize USS to charge the payment method provided below in advance of travel based on the estimated costs for trips I have declared intention to attend.

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

Payment Type \_\_\_\_\_

Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_

## **(C.) Team Travel Etiquette**

### **1. Travel and Hotel Etiquette**

- 1.0 Athletes are expected to be respectful of coaches, staff, volunteers and parents at all times and will treat airlines, vehicles, hotels, restaurants, event sites visited and all associated staff with equal respect. Athletes will behave in an appropriate manner while in airports, planes, vehicles, hotels, restaurants, and competition venues etc. and athletes will not damage the property of others. Each athlete is responsible for cleaning up after him/herself.
- 1.1 Athletes who want to leave as a group from the hotel independently of a team-scheduled outing (i.e. for dinner) must have prior approval from the Team Leader and need to specify the locations to be visited and the times the group will leave and return.
- 1.3 It is highly recommended that athletes do not go anywhere alone. Should an athlete need to go somewhere independent of team and team staff, a Team Leader or Team Coach should be informed in advance. Athletes under the age of 18 should not travel anywhere alone beyond the majority of the team and team staff's location parameters at any time without prior permission and approval by the Team Leader.
- 1.4 Room assignments will be set in advance. An athlete must stay in the room he or she is assigned to. If an athlete has a personal reason for changing rooms, a request can be considered and addressed by the Team Leader. There is no switching of rooms unless authorized by the Team Leader.
- 1.5 All athletes must attend any team and/or individual meetings scheduled by team staff.
- 1.6 If a curfew time is announced by team staff, all athletes are expected to be in their assigned rooms by the designated curfew. After curfew, all athlete rooms are expected to respect quiet hours through the evening.

### **2. Venue Etiquette**

- 2.1 When athletes are assigned departure times to and from practices and races by team staff, it is expected that all athletes will abide by these times.

- 2.2 Athletes are expected to show sportsmanlike behavior both on and off the ice as per the US Speedskating Code of Conduct and ISU Code of Ethics.
- 2.3 Athletes should be dressed according to the apparel rules and policies for practice or competition. At no time is apparel that has inappropriate sayings or foul language allowed during travel or competition.
- 2.4 Athletes should never leave a venue without first receiving approval from the Team Leader (or designee).
- 2.5 Only approved team staff and team athletes may enter restricted areas of the venue (i.e. locker room or training room). No one outside of team staff and team athletes should enter these areas without prior discussion with and final approval by the Team Leader.
- 2.6 Athletes must use only the USA-designated locker rooms at USS and ISU events.





## Self-Funded Athlete USS Team Travel Policy Acknowledgement

I, \_\_\_\_\_ have read and do agree to abide by the policies outlined in the USS Team Travel Policy. I authorize USS to charge the payment method provided below in advance of travel based on the estimated costs for trips I have declared intention to attend.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Payment Type \_\_\_\_\_

Card Number \_\_\_\_\_

Name on Card \_\_\_\_\_

Expiration Date \_\_\_\_\_

Security Code \_\_\_\_\_