

# United States Fencing Association Travel Expense Report

**August 1, 2006 through July 31, 2007**

Board Approved 10/25/2003; EC Amended 9/11/2005

Mail To: USFA  
1 Olympic Plaza  
Colorado Springs, CO 80909

## Volunteer Information

Name:	
Address:	
City, ST Zip:	
Phone:	Email:
I certify this expense has not been submitted to any other organization for reimbursement. I have read and understand the policy on the reverse side.	
Signature:	Date:

Service Dates	Travel Information	Capacity
Start:	City:	FOC REF TC BC ARM
End:	Purpose:	Other:

500020	1. Air Travel	
500200	2. Ground Transportation and Parking (mileage as of 8/1/06 - .445) <b>(car rental only with prior authorization from National Office attached)</b>	
500240	3. Hotel	
500340	4. Meals <b>(not reimbursed in addition to per diem)</b>	
500420	5. Per Diem <b>(see policy)</b> Rate:                      x                      Days	
500220	6. Honorarium - Volunteer Officials Only <b>(see policy)</b> Number of Service Days:                      Referee Rating:                      Scale:	
	7. Other Expenses - <b>(specify)</b>	
<b>Total Reimbursement Request</b>		<b>\$</b>

**ORIGINAL RECEIPTS MUST BE ATTACHED - COPIES ARE NOT ACCEPTED  
REPORT MUST BE SUBMITTED WITHIN 45 DAYS OF EXPENSE  
READ POLICY ON REVERSE SIDE**

National Office Use Only			
Membership Expiration Year:	Rate:	Service Days:	W-9 Status & Date of Action:
<b>Approved</b>		Vendor Name:	
Program Director:	Date:	Invoice Date:	
Director of Finance:	Date:	Amount:	
Executive Director:	Date:	Reference:	
Entered:	Date:	1st Memo:	
		2nd Memo:	
		Account Number:	
		Class:	Sub:                      Sub:

# USFA VOLUNTEER TRAVEL AND EXPENSE REIMBURSEMENT POLICY

**\*\*\*NONCOMPLIANCE WITH THIS POLICY JEOPARDIZES REIMBURSEMENT\*\*\***

**Requests for per diem, honoraria and reimbursements must be submitted on approved forms no later than 45 days after the qualifying service, expenditure or travel, and no later than 15 days following the fiscal year end (July 31) of the year in which incurred. Original receipts (or a contemporaneous record of minimal expenses) must accompany all reimbursement requests. Credit card statements, copies and faxes are not acceptable as receipts.**

**Receipts in foreign currencies will be converted to U.S. dollars using published rates effective on the date of the expense unless a proof of conversion is submitted with the reimbursement request.**

## GENERAL CONCEPTS

**Volunteer Officials** - A "Volunteer Official" is a USFA member in good standing who has been formally invited to serve the organization in an official capacity other than as an officer or committee member. A "Walk-on Volunteer Official" is a USFA member in good standing who is asked at an event venue to serve the organization in an official capacity. When properly authorized, invited foreign officials who hold a current FIE license may also receive reimbursement as a Volunteer Official. Officers and committee members are not considered as Volunteer Officials for the purposes of this policy.

USFA will pay or reimburse a portion of the travel, ground costs and hotel expenses of Volunteer Officials who compete, using the following formula: days worked, divided by the sum of competition days plus workdays, times cost of travel or hotel. Example: \$300 airfare, fenced 2 days, worked 3 days:  $\frac{3}{5} \times \$300 = \$180$ . Proportional deductions will be made or repayment required if USFA paid airfare, ground costs or hotel costs in excess of amounts due. For all purposes of this policy, days are treated as either service days or fencing days, but not both. Any day on which a Volunteer Official competes will be considered a fencing day for purposes of this policy.

**Coaches and Cadre** - Coaches and Cadre will be paid per diem for international travel at the rate of \$50 for each day of service plus \$25 for each travel day and honorarium for international travel at the rate of no more than \$150 for each day of service. This honorarium must be approved in advance by the National Coach(es) for the weapons(s) and will be taken from the relevant Weapon Squad budget(s). Other reasonable and prudent expenses will be reimbursed upon submission of proper documentation.

**Walk On Volunteers** - Air travel, ground transportation, parking, and hotel expense is not paid for Walk-on Volunteers. Walk-on Volunteer Officials will receive per diem and honorarium for service days only. Referees must check in each service day with the FOC. Bout Committee, Armorers and Trainers must check in each service day at the USFA Athlete Registration Table. Officials must report any discrepancies with the daily logs either to the FOC or to the USFA Representative at the tournament. **Officials will only be paid for service days logged in at the tournament.**

## Line Item Instructions/Explanations

### 1. AIR TRAVEL

Air travel must be booked promptly after a Volunteer Official is invited to serve. Only coach or economy class fares, approved in advance by the USFA National Office, will be paid or reimbursed. Travelers must book their own reservations. Travel certificates may be used at USFA discretion. Unused tickets must be returned immediately to the USFA or the traveler will be responsible for the cost thereof.

### 2. GROUND TRANSPORTATION AND PARKING

Travel by personal vehicle will be reimbursed at the published IRS standard business mileage rate in effect on August 1 of the current fiscal year. Only one person per vehicle will be reimbursed. Mileage will be confirmed using an Internet source with a 50-mile tolerance. Mileage reimbursement will be limited to the lesser of the cost of one airfare to the destination city or \$400, and trips of fewer than 50 miles each way will not be reimbursed. No reimbursement will be given for mileage or transportation costs for travel between home and airport.

Volunteer Officials, officers and committee members must use free shuttle service between airport/hotel/venue when provided. If free shuttle service is not available, reasonably priced public transportation for travel between airport/hotel/venue will be reimbursed with valid receipts. Reimbursement will be made for reasonably priced (long term) airport parking for a period not to exceed service days plus travel days. **Car rental will not be reimbursed without prior written approval from the USFA National Office, a copy of which must accompany the requester's Expense Report.**

### 3. HOTEL

All rooms for Volunteer Officials, officers (except the President) and committee members are double occupancy. Roommate preferences will be honored when practical. Reimbursement for those who make their own arrangements will be paid at the lesser amount of ½ the room charge or ½ the USFA negotiated volunteer staff rate upon submission of a valid original hotel receipt. USFA will pay hotel costs only for days of actual service. Volunteer Officials who request hotel accommodations and do not honor the reservation will be billed for any applicable expense.

### 4. MEALS

USFA arranged breakfast and lunch will be provided at specified times and locations to Volunteer Officials on service days at domestic tournaments. If service continues later than 7 PM, USFA will arrange for carry-in food or make other arrangements. Late night service will not increase the amount of per diem paid. Meals provided for Volunteer Officials are not available to officers and committee members unless specifically so arranged and communicated by the National Office. **The USFA does not reimburse for alcoholic beverages.**

### 5. PER DIEM

Per diem will be paid to Volunteer Officials at the rate of \$20 for each day of service plus travel days. Late night service will not increase the amount of per diem paid, and no additional meal allowance will be provided. When international assignments require a full day early arrival double per diem will be paid for that day. A flat rate of \$500 is paid, to the exclusion of all other expenses within the time period, when travelers are on USFA business in a country between international tournaments.

Per diem is not paid to USFA officers and committee members (except while serving as a Volunteer Official). With valid receipts, meals paid for by officers and committee members will be reimbursed, up to \$40 per person per day. **The USFA does not reimburse for alcoholic beverages.**

### 6. HONORARIUM

Honorarium is paid for service days to referees according to their rating and to FOC representatives using the following scale: 1 & 2, A & B, and FOC representatives, \$100; 3, \$65; 4 & 5, \$45; 6 through 10, \$20. Honorarium is paid for service days to other Volunteer Officials (Tournament Committee, Bout Committee, Armorers and Trainers, etc.) at the rate of \$75 per day. Completion and return of an IRS Form W-9 (Request for Taxpayer ID) is a prerequisite to payment of an honorarium, and when required, an IRS Form 1099 will be mailed each January. USFA officers and other committee members on committee business do not receive an honorarium.

Honorarium is paid for service days only. Referees must check in each Service Day with the FOC. Bout Committee, Armorers and Trainers must check in each Service day at the USFA Athlete Registration Table. Officials must report any discrepancies with the daily logs either to the FOC or to the USFA Representative at the tournament. **Officials will only be paid for Service Days logged in at the tournament.**

### 7. OTHER EXPENSES

Ordinary and necessary expenses, such as USFA business phone calls or postage, will be reimbursed per the above policy. Excess baggage fees require prior written approval. Personal phone calls will not be reimbursed. Entertainment expenses incurred by USFA officers in USFA interests must be documented with the purpose of the entertainment, names of individuals attending, and the nature of business discussed. Entertainment expenses must be reasonable and necessary and commensurate with conservative business practices. **The USFA does not reimburse for alcoholic beverages.**

## **SPECIAL RULES FOR SUMMER NATIONALS**

**Air Travel:** Summer Nationals Volunteer Officials must serve for a minimum of 5 days to receive full airfare payment or reimbursement. Volunteer Officials who serve fewer than 5 days will be partially reimbursed using the following formula: days worked, divided by 5 days, times the airfare amount. Example: \$300 airfare, worked 3 days:  $(3/5 \times \$300) = \$180$  reimbursed. If USFA purchased the air fare for a Volunteer Official who served fewer than 5 days, the Volunteer Official will repay USFA for airfare using the following formula: 5 minus days worked, divided by 5 days, times the airfare amount. Example: \$300 airfare, worked 3 days:  $[(5 - 3)/5] \times \$300 = \$120$  due to USFA. When possible, the amount due will be deducted from money otherwise due to the Volunteer Official.

**Days Off:** Volunteer Officials who agree to serve for the duration of the Summer Nationals will receive 2 days off. The specific days off will be at the discretion of the Head FOC, BC Chair, TC Rep, or Head Armorer, as appropriate, in consultation with the Volunteer Official. Per diem and hotel room will be paid for the days off; honorarium will not. Late arrival and/or early departure will not be considered as days off.

**SOLE POLICY OF USFA: This is the sole official policy of the United States Fencing Association regarding travel, hotel and expense reimbursement and supercedes all previous policies and practices. Any deviation, change or variation must first be approved by the USFA Board of Directors or Executive Committee action.**

**\*\*\*NONCOMPLIANCE WITH THIS POLICY JEOPARDIZES REIMBURSEMENT\*\*\***

Travel and Expense Reimbursement Policy Board Approved October 25, 2003; Executive Committee Amended September 11, 2005