

USA SWIMMING TRAVEL POLICY SUMMARY

AIR TRAVEL

- A travel authorization must be done before a reservation can be ticketed for any trips. Travel authorizations must be sent by e-mail to travelgroup@usaswimming.org. Note: the only change to the current travel authorization procedure is to send the authorization request to the above e-mail address, and not to the Executive Coordinator.
- If the domestic airfare exceeds \$500 (\$1200 on international itineraries), the traveler must send an explanatory note to his/her Division Director (or Executive Director) or staff liaison, with a copy to travelgroup@usaswimming.org.
- Free certificates will be used on domestic airline tickets over \$700, provided they are available and the trip is to a single destination.
- When possible, use the on-line booking tool offered through Polk Majestic Travel, USA Swimming's designated travel agency.
- Reserve tickets 21 or more days in advance of travel. USA Swimming reserves the right to refuse future travel to those that violate this and incur higher priced tickets.
- Staff or volunteers may select any flight or carrier within \$100 of the lowest fare offered, provided the flight is within a two-hour time window of the desired departure time (ex. Traveler wants to leave at 4 p.m. – range would be 2-6 p.m.).
- Use alternative airports if they are within 75 miles (or drive if destination is within 200 miles) in order to maximize cost savings and time of travel.
- One stop or connecting flights will be required if savings of \$250 or more is achieved without extending the total one-way air travel time by more than two (2) hours.
- Utilize restricted and penalty fares when possible (understand restrictions!).

HOTELS

- Hotel reservations must be made through the on-line booking system, unless a USA Swimming direct-bill applies or a special conference rate is offered.
- Use Polk Majestic Travel's preferred hotel program as a supplement to USA Swimming event rates.
- Use the published high-low rates for a given city in order to determine the reasonable rates in that city. Travelers should make all efforts to keep hotel prices at or below the level indicated in the current year's budget.

CAR RENTAL & GROUND TRANSPORTATION

- Use USA Swimming's preferred car rental program offered by Polk Majestic Travel.
- Consider alternative ground transportation: taxi or shuttle vs. car rental.
- Decline insurance if you are a volunteer or USA Swimming staff.
- Select "return with gas tank full" option.

EXPENSE REPORT SUBMISSION

- Complete expense reports, with proper approvals, not more than 10 days after trip for staff, and not more than 60 days after trip for volunteers.
- All expense report submissions must be accompanied by receipts and approvals.

TRAVEL AND ENTERTAINMENT EXPENSE POLICY

Policy Overview

USA Swimming will pay for reasonable travel expenses for employees and volunteers that are incurred in the performance of their duties for USA Swimming. Travel approval must be obtained prior to making any reservations. The approved USA Swimming Travel Request/Authorization Form must be submitted by e-mail to travelgroup@usaswimming.org for approval at least 21 days prior to departure. The travel authorization must include the following items:

1. Program Name (ex. Rules Committee Meeting)
2. Budget Number
3. Name(s) of traveler(s)
4. Date(s) of Program
5. Travel dates
6. Airport location

All travel arrangements must be made through Polk Majestic Travel, USA Swimming's designated travel agency, either through the on-line booking tool or directly with Polk Majestic.

Employee and volunteer travel procedures will be monitored by the Financial Affairs Division to ensure that policies and best business practices are followed. The responsibility and authority to implement and enforce this policy is placed with the Executive Director and the Managing Director of Financial Affairs.

Acknowledgment and Receipt

A copy of this policy will be provided to all staff and volunteers who travel or who approve travel expenses on behalf of USA Swimming. Each traveler will be required to acknowledge receipt of this travel policy, which implies an understanding of the contents of this policy.

No request for travel will be honored without this acknowledgement. Each traveler is responsible for understanding and following the current policy, which is subject to change.

Polk Majestic Travel

The following requirements regarding travel arrangements apply to all USA Swimming staff and volunteers when traveling on USA Swimming business. The requirements also apply to all contracted service personnel, when travel arrangements are offered by USA Swimming management and accepted by the contracted service personnel's employer.

All travel reservations shall be made through Polk Majestic Travel and paid for by USA Swimming's travel credit card. Requests for reimbursement will not be approved for those using alternate booking methods.

Polk Majestic Travel (continued)

Any initial arrangements not made through USA Swimming's designated travel agency and not pre-approved by the Managing Director of Financial Affairs or Executive Director will not be reimbursed.

Audits/Controls/Enforcement

USA Swimming has audits and controls to ensure that travel expenses are managed and cost-effective. Polk Majestic Travel and USA Swimming's Financial Affairs Division will monitor use of preferred suppliers and provide reports to USA Swimming senior management, and the Board of Directors, as necessary.

General Guidelines

Documentation of Reimbursable Business Expenses

Accounting for travel expenditures must be completed within 10 days of the conclusion of a trip for staff travel and within 60 days of the conclusion of a trip for volunteer travel. Expenses covering activity more than 60 days old will not be routinely processed and may not be reimbursed.

Staff must complete a USA Swimming Expense Report for reimbursement. Volunteers must complete a Volunteer Reimbursement report. Both must be completed in sufficient detail to permit determination of the business purpose and reasonableness of the expenditures. Expense reports must show costs by category and include original receipts for all expenses. An explanation must be provided to support all exceptions.

All expenses must be supported by original hotel folios, airline passenger receipts or boarding passes, credit card receipts, or cash register receipts. Other receipts may be used in special circumstances when original receipts are not available (Example: taxi).

When original receipts cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the expense report. USA Swimming does not reimburse staff or volunteers for expenses of \$25 or more unless a receipt is included.

Expense reports that are not prepared in accordance with these guidelines, or that contain unapproved exceptions to company policy will be returned, with explanations of the deficiencies. Deductions will be made for unauthorized expenses.

Employees are responsible to use good judgment and to check for accuracy of bills and other documents before paying or accepting them.

Spousal/Non-USA Swimming Travel

Spouses, friends or family members may accompany staff or volunteers traveling on USA Swimming business, providing their travel expenses are paid for by the staff member or volunteer, and there is no net expense to USA Swimming. Polk Majestic Travel may be used for booking family members; however, a personal credit card must be used for payment.

Specific Guidelines

Air Travel

Polk Majestic Travel offers an on-line reservation system for air, hotel and rental car. It is hoped that most travelers will use this on-line system. A toll-free travel agency number is provided for more complex reservations that require the assistance of an agent. The use of the designated travel agency is mandatory. Travel bookings arranged through other sources will not be reimbursed.

The traveler should reserve flights at least 21 days prior to travel to ensure the greatest opportunity to obtain the lowest fare and preferred itinerary. USA Swimming reserves the right to refuse future travel to those that violate this and incur higher priced tickets.

The least expensive routing for air travel based upon USA Swimming's guidelines and the traveler's flexibility will be offered through the on-line tool or through the agent-assisted booking. Discounted, coach fares will be used. Business class will be reserved only at the traveler's expense.

Benefits accrued from frequent flyer programs may be retained and used by the individual traveler. However, an employee's participation in a particular airline's frequent flyer program should not override the selection of the most cost-effective, reasonable reservation.

Traveler Profiles

All staff and volunteers who travel at least twice a year must complete a traveler profile on-line provided with Polk Majestic Travel. Traveler profiles are confidential and are maintained in the computer reservation system. These profiles provide a readily accessible guide to important company requirements and billing information.

Travel Document Delivery

Polk Majestic Travel will issue electronic tickets whenever possible. Paper tickets will be provided only if the air carriers do not permit electronic tickets. Passenger receipts for electronic tickets and a copy of the itinerary will be emailed to the traveler upon completion of the reservation. This passenger receipt must be submitted with the Expense Report.

Note: In the case of a cancellation or flight change, it is imperative that the traveler notifies Polk Majestic Travel to ensure that proper credit or refund is given to USA Swimming.

Unused or Lost Airline Tickets

It is the responsibility of the traveler to cancel his or her reservation with Polk Majestic Travel prior to the departure of the first flight on the itinerary. Ignoring this responsibility will result in additional costs for USA Swimming. All unused airline tickets are to be returned immediately to USA Swimming or Polk Majestic Travel.

Unused or Lost Airline Tickets (continued)

Charges for re-ticketing, schedule changes, etc. are reimbursable if incurred for a valid business reason and approved prior to travel. If there is a change in an itinerary that results in additional cost, the traveler must provide notification to the Financial Affairs Division upon completion of travel.

Reservations

All air travel must be booked through the approved on-line booking tool or directly with Polk Majestic Travel. The following criteria will be considered in determining the most reasonable airfare cost:

- 1) One stop or connecting flights will be required if savings of \$250 or more is achieved without extending the total one-way air travel time by more than two (2) hours.
- 2) Alternative airports should be considered. (please see next section)
- 3) Non-refundable tickets are to be purchased whenever possible, unless the savings is less than \$100.
- 4) Staff or volunteers may select any flight or carrier within \$100 of the lowest fare offered, provided the flight is within a two-hour time window of the desired departure/arrival time (ex. Traveler wants to leave at 4 p.m. – range would be 2-6 p.m.).

Additionally, if the domestic airfare exceeds \$500 (\$1200 on international itineraries), the traveler must send an explanatory note to his/her Division Director (or Executive Director) with a copy to travelgroup@usaswimming.org. Free certificates will be used on domestic airline tickets over \$700, provided they are available and the trip is to a single destination.

Alternate Airports

Polk Majestic Travel will offer alternative airports for travel to cities where multiple commercial airports exist, e.g. Boston, New York, Philadelphia, South Florida, Dallas, Houston, Chicago, Los Angeles, San Francisco, etc. Travelers will be informed of these alternate airports and are required to use them provided:

- The business purpose of the trip is not impacted and savings is in excess of \$250.
- The total air travel or ground transportation time is not increased by more than two hours.
- The arrival time is not later than 9:00 PM and the departure time is not earlier than 8:00 AM

Use of Personal Vehicles

Personal vehicles may be used if it saves times and is less expensive than renting a car, taking a taxi or using alternate transportation. When two or more people on USA Swimming business share a vehicle, only the driver may claim reimbursement for mileage, parking and toll charges.

If a traveler prefers to take his/her vehicle on approved USA Swimming business, mileage costs up to the equivalent airfare expense may be claimed. (To determine the equivalent airfare, use the on-line booking tool to plot the trip and then print the screen before purchase.) Mileage reimbursement amounts will be in accordance with IRS regulations.

Ground Transportation

Expenses for taxis, shuttles or public transportation for business purposes are reimbursable with receipts.

Travelers may use their personal automobiles to and from the airport. Travelers will be reimbursed for actual parking expenses and mileage. Economy parking should be utilized.

For staff, where it is found to be a significant savings to fly out of Denver, actual mileage, tolls and parking will be reimbursed. To apply for reimbursement, complete a Denver Travel Worksheet and attach supporting documentation as requested.

Staff and volunteers traveling to the same location should share ground transportation to and from the airport whenever possible.

Rental Cars

A traveler may rent a vehicle when renting would be more advantageous to USA Swimming than other means of commercial transportation, such as a taxi. Midsize cars (or more economical) should be used when possible. When traveling with a group, rental cars should be shared to minimize costs.

The traveler should refuel the car prior to returning the vehicle to the rental agency to avoid the high fuel surcharges. When possible, travelers should use self park at hotels, versus valet parking.

Staff and volunteers should decline all optional insurance coverage except when traveling internationally (including Canada). When rented vehicles are used in accordance with the executed rental agreement, and travel is booked on contracted rates, our preferred vendors and/or our USA Swimming insurance policy provide protection for renter's bodily injury, death, or property damage up to at least the compulsory insurance limits of the state in which any accident takes place.

In the event of an accident in a rental car, an accident report must be prepared and filed with the local police as well as the car rental agency. If you are involved in an accident in a company-owned, rented, or leased vehicle and are convicted of a violation of any alcohol or drug statute, you will be personally responsible for all damages as well as possible disciplinary actions.

Rental Cars (continued)

A traveler may be reimbursed for property damage to a rental vehicle only if such expenses were incurred on days the vehicle was being used for USA Swimming business purposes. The traveler must submit with the expense report, a brief description of the damage to the vehicle, including an explanation of the cause of such damage, and either a police report or a report prepared by the rental company.

Hotel

Hotel reservations must be made through the on-line booking system, unless a USA Swimming direct-bill applies or a special conference rate is offered. Travelers should use common sense when making hotel bookings and should look for reasonable rates within that market, whenever possible. In a market where the average price is \$100/night for a mid-priced hotel, staff and volunteers should attempt to find a hotel near that price. This would mean staying in a \$200/night hotel would need pre-approval by a Division Director or Executive Director. Travelers should make all efforts to keep hotel prices at or below the level indicated in the current year's budget. Using luxury hotels will require the approval of a Division Director or Executive Director.

USA Swimming staff and volunteers will be limited to paying for their own room and tax charges.

Staff and volunteers must cancel hotel reservations within the required cancellation window – note: this could be as much as 72 hours prior to arrival – if the need arises. Charges will not be reimbursed unless the cancellation was caused by circumstances beyond the traveler's control. A fair and reasonable evaluation will prevail in such circumstances.

Hotel incidentals will not be reimbursed with the exception of internet connection fees. Again, travelers should opt for the least expensive connection charges whether that is wireless, Ethernet, or business center.

Meals and Entertainment

USA Swimming will provide staff and volunteers a per diem allowance to defray a portion of meal costs. The daily rate for per diem must be pro-rated for partial days and reduced if meals are provided by USA Swimming. USA Swimming follows current IRS regulations for per diem reimbursements utilizing the High-Low method for different cities. These rates are circulated annually and copies can be obtained from the Financial Affairs Division.

Entertainment expenses must be ordinary and necessary expenses directly related or associated with the active conduct of business. For tax purposes, it is very important to properly document entertainment expenses and substantiate the following elements:

- Itemized receipt reflecting actual meals, drinks, etc. (not a credit card receipt)
- Date
- Place
- Description of type of entertainment
- Business purpose and nature of the business benefit expected to be gained by USA Swimming
- Business relationship to USA Swimming of the person(s) entertained (name, occupation, title, etc.)

Corporate Card

USA Swimming will not offer a corporate card to staff or volunteers who travel. All business-related expenses that a staff member or volunteer incurs must be submitted on an expense report form or volunteer reimbursement form with appropriate receipts.

Billing Personal Travel

Staff and volunteers may combine personal and business travel providing it is at no cost to USA Swimming.

Non-Reimbursable Expenses

The following types of expenditures incurred by USA Swimming staff and volunteers will not be reimbursed unless specifically authorized by the approving manager:

General

- Personal expenses that would be incurred by the employee regardless of the employee's work-related responsibilities
- Amounts spent in excess of those considered reasonable
- The costs of the personal leg of the business trip that is extended for personal reasons
- Airline or hotel upgrades
- Annual fees, late fees, or finance charges on personal credit cards
- Expenses relating to unlawful activities (i.e. parking tickets, moving violations, fines)
- Air phone expense, other than in an emergency
- Laundry or dry cleaning, except on trips lasting more than six days
- Courier and messenger services unless transferring work related materials that could not be checked on the plane or carrier in the train or car.
- Excess baggage expenses, unless business related materials are checked

Policy Exceptions

Exceptions to policy require approval by the Division Director and Executive Director. Policy exceptions can be made to reasonably accommodate employees and volunteers with disabilities.

Policy updated on December 5, 2005.