

U.S. Figure Skating Travel and Expense Policy

(July 2018)

U.S. Figure Skating is a Colorado nonprofit corporation with its mission to provide programs to encourage participation and achievement in the sport of figure skating. The purpose of this Travel and Expense Policy is to ensure that travel expenses incurred by U.S. Figure Skating are cost effective and efficient and ensure that all travelers are treated consistently and fairly. Sections 3-11 apply to U.S. Figure Skating. Sections 12-13 apply to Hosting Organizations.

1.0 DEFINITIONS

- 1.1 **Accompanying Person** – anyone traveling with a Traveler who is not traveling on behalf of U.S. Figure Skating, including chaperones, parents, guardians, spouses, significant others, etc.
- 1.2 **Certificate** – a donation U.S. Figure Skating receives from an airline that can be used toward purchasing airline tickets.
- 1.3 **Confirmed Ticket** – a ticket that has been issued such that nothing further needs to be done with the ticket.
- 1.4 **Executive Director** – responsible for the overall operation of U.S. Figure Skating in coordination with the Board of Directors. The Executive Director must pre-approve all staff travel along with the Chief Financial Officer.
- 1.5 **Headquarters Staff** – any person who is employed or contracted by U.S. Figure Skating.
- 1.6 **Hosting Organization** – any organization responsible for the conduct of a U.S. Figure Skating-sanctioned event other than U.S. Figure Skating itself, e.g. local organizing committees (LOCs), member clubs, etc.
- 1.7 **Per Diem or Meal Allowance** – an allowance for daily expenses for meals not already provided, including applicable taxes and tips for meals, while a Traveler is traveling on behalf of U.S. Figure Skating.
- 1.8 **Chief Financial Officer** – oversees and approves all domestic and international travel paid for by U.S. Figure Skating.
- 1.9 **Team Leader** – a Team Member chosen by the Selections Committee to provide support for the U.S. Team at an international competition.
- 1.10 **Team Member** – any person who is a part of the official delegation traveling to a U.S. Figure Skating authorized event.
- 1.11 **Travel Planner** – the travel manager who implements the U.S. Figure Skating travel program.
- 1.12 **Traveler** – anyone traveling on behalf of U.S. Figure Skating (sections 3 through 11) or a Hosting Organization (sections 12 and 13).
- 1.13 **U.S. Teams Planner** – the U.S. Teams coordinator/manager who provides operational support for members of the U.S. Figure Skating Team Envelope and those selected to international competitions.
- 1.14 **VIK (Value-In-Kind)** – a product donation (usually from United Airlines through the USOC) that is equivalent to cash and is used to purchase airline tickets.
- 1.15 **Volunteer** – any person other than paid Headquarters Staff who is traveling on U.S. Figure Skating's business but not furthering his/her personal skating career while doing so. Examples of furthering one's career would be a skater or coach traveling to a competition or sports camp. On the other hand, an athlete or coach traveling to the Board of Directors' or a committee meeting would be considered a Volunteer and would be treated as such.

2.0 GENERAL PRINCIPLES

- 2.1 The purpose of this Travel and Expense Policy is to ensure that travel expenses incurred by U.S. Figure Skating or a Hosting Organization are cost effective and efficient while acknowledging that travelers should be accorded the best possible travel arrangements.
- 2.2 Everyone traveling on behalf of U.S. Figure Skating is expected to take advantage of the lowest economy fare available, regardless of airline, and, if required or requested, use VIK or a Certificate.
- 2.3 U.S. Figure Skating will try, where possible, to accommodate a Traveler's desire to earn frequent flyer miles; however, frequent flyer miles are not guaranteed for any travel.
- 2.4 Sections 3-11 of this policy apply to everyone traveling on behalf of U.S. Figure Skating. Upon accepting to serve as an official, athlete, coach, etc., on behalf of U.S. Figure Skating, each Traveler agrees to abide by U.S. Figure Skating's Travel and Expense Policy. Refusal to do so may result in removal from the official list of Travelers.
- 2.5 Any exceptions to the Travel and Expense Policy, when traveling on behalf of U.S. Figure Skating, before or after ticketing, must be approved by the Executive Director or Chief Financial Officer.
- 2.6 Per U.S. Figure Skating General Rule (GR) 2.02, reimbursement by a Hosting Organization for air or ground transportation, room and meal expenses actually incurred by a Traveler in connection with a regional, sectional, synchronized sectional, adult sectional, U.S. Synchronized, U.S. Adult or U.S. Collegiate Championships will be made in accordance with section 12 of this Travel and Expense Policy.
- 2.7 Per U.S. Figure Skating General Rule (GR) 2.02, reimbursement by a Hosting Organization for air or ground transportation, room and meal expenses actually incurred by a Traveler in connection with ice shows, exhibition, nonqualifying competition or test session will be made in accordance with section 13 of this Travel and Expense Policy.
- 2.8 All travel must be in accordance with U.S. Figure Skating's current SafeSport Handbook. For more information, please visit: <http://www.usfigureskating.org/content/safesport%20handbook.pdf>, and view pages 26 and 27 for travel guidelines.

3.0 TRAVEL AUTHORIZATION AND NOTIFICATION

- 3.1 The appropriate Headquarters Staff must provide approved lists of those traveling on U.S. Figure Skating business to the Travel Planner before any travel arrangements are made.
 - 3.1.1 International team travel will be coordinated by the Athlete High Performance Department in conjunction with the International Committee chair. The U.S. Teams Planner will provide lists of all those traveling to international events. This includes international competitions held within the United States where the International Committee has selected skaters (i.e. Skate America).
 - 3.1.2 The appropriate Headquarters Staff will provide lists of those traveling to the Board of Directors and Governing Council meetings.
 - 3.1.3 The appropriate Headquarters Staff will provide lists of those selected for domestic and international competitions by the Selections and Competitions Committees, those participating in committee and/or task force meetings, and those traveling to approved programs, camps and clinics.
 - 3.1.4 All Headquarters Staff travel must be pre-approved by the Executive Director and the Chief Financial Officer.

- 3.2 Notification of travel to the Travel Planner from the appropriate Headquarters Staff will be made no less than 30 days prior to the intended departure date, if applicable.

4.0 TRAVEL EXPENSES

- 4.1 U.S. Figure Skating will cover the following costs for each Traveler:
- 4.1.1 The lowest economy fare available, provided the Traveler followed the Travel Arrangement procedures (see section 5);
 - 4.1.1.1 U.S. Figure Skating does not purchase First or Business class tickets.
 - 4.1.2 Any fare increases and change fees to change a confirmed itinerary if the request to change came from U.S. Figure Skating;
 - 4.1.3 Approved meal, hotel and other necessary expenses (see section 10) for the duration of time that the Traveler is required to travel on behalf of U.S. Figure Skating.
- 4.2 Each Traveler will cover the following costs:
- 4.2.1 Any arrangements NOT made through the Travel Planner;
 - 4.2.2 The difference between the lowest airfare found by the Travel Planner and the flight the Traveler would prefer, if the latter is more expensive. This includes the difference in cost:
 - 4.2.2.1 to travel on a specific airline,
 - 4.2.2.2 to upgrade to a higher class of service,
 - 4.2.2.3 for the ability to acquire frequent flyer miles, or
 - 4.2.2.4 to accommodate any other special requests made by the Traveler;
 - 4.2.3 The difference between the cost of an economy ticket and an upgradable ticket should a Traveler want a ticket that can be upgraded with miles;
 - 4.2.3.1 If the international portion of a trip is more than five hours, a Traveler may request a ticket that is capable of being upgraded to a higher class of service using miles or certificates. U.S. Figure Skating will pay up to an additional 25 percent of the lowest fare available toward the upgradable ticket, not to exceed the budgeted amount per person for the event. The Traveler will be responsible for additional costs. For example, if the budgeted amount for an event is \$1,300, the lowest fare is \$1,000, and an upgradeable ticket costs \$1,500, U.S. Figure Skating would pay \$1,250 toward the cost of the upgradeable ticket. The Traveler would be responsible for \$250. The calculation is as follows: 25 percent of \$1,000 is \$250; \$1,000 plus \$250 is \$1,250 (amount to be paid by U.S. Figure Skating); \$1,250 is applied towards \$1,500 (upgradeable ticket cost); \$1,500 minus \$1,250 is \$250 (difference to be paid by the Traveler).
 - 4.2.3.2 If the ticket is being paid for by a foreign Local Organizing Committee, U.S. Figure Skating will not purchase an upgradeable ticket.
 - 4.2.4 Any fare increases and change fees to change a confirmed itinerary if the request to change came from the Traveler;
 - 4.2.5 Travelers will not be reimbursed for tickets purchased using frequent flier miles.
 - 4.2.6 Any additional cost in fare if not confirmed within 48 hours after being contacted by the travel planner, unless otherwise approved by the Executive Director of Chief Financial Officer.
 - 4.2.7 Meal, hotel and other expenses for any days the Traveler is traveling before and/or after the days required to travel on behalf of U.S. Figure Skating.
 - 4.2.8 Any increased costs incurred by U.S. Figure Skating if the Traveler wants to travel with an Accompanying Person.

- 4.2.9 An administrative fee for the increased costs incurred by U.S. Figure Skating for subsections 4.2.2 through 4.2.8. The Travel Planner will advise of such fees before issuing any tickets.
- 4.3 If a flight purchased by U.S. Figure Skating is going to incur any additional costs as outlined in section 4.2, the U.S. Figure Skating Travel Planner must inform the Traveler of the extra cost, and the Traveler must provide a credit card to the Travel Planner before any tickets will be issued.
- 4.4 If a coach has less than three skaters/teams traveling to the same competition, U. S. Figure Skating will cover the appropriate expenses of one coach. If the skaters/teams would like to take a second coach, the skater or team that makes the request will be responsible for the secondary coach's expenses. This includes all competitions except ISU Championships (Worlds, Junior Worlds, Four Continents), the Junior Grand Prix and Grand Prix Finals.
- 4.5 If a Traveler drives to an event in lieu of flying, U.S. Figure Skating will reimburse the round-trip mileage from the Traveler's home address to the event plus daily, onsite hotel parking expenses (lowest rate) actually incurred, subject to the following: mileage will be calculated using the IRS mileage reimbursement rate in place at the time the reimbursement request is submitted; and the total reimbursement (mileage and parking) may not exceed the amount an airline ticket would have cost had one been purchased by U.S. Figure Skating using the guidelines in this Travel and Expense Policy, unless approved in advance by the Executive Director or Chief Financial Officer.
- 4.6 If a Traveler is attending an event (competition, camp, etc.) on behalf of another entity (e.g. country, person, organization, etc.) in addition to U.S. Figure Skating, in most cases the Traveler's expenses will be divided between all entities. For example, if a Traveler is attending the U.S. Figure Skating Championships as a coach of a competitor and a participant at a U.S. Figure Skating meeting, then U.S. Figure Skating will pay up to 50 percent of the airfare and up to 50 percent of the hotel and other covered daily expenses for the days the Traveler is at the competition on behalf of both entities as well as the full hotel and other covered daily expenses for any days in which the Traveler is in attendance only on behalf of U.S. Figure Skating. The remaining expenses will be the responsibility of the coach and/or coach's competitor.
- 4.6.1 There may be situations where U.S. Figure Skating decides to hold a meeting at an event where the Travelers will already be in attendance on behalf of other entities with the express purpose of saving money. In such situations, U.S. Figure Skating might not pay any of the Travelers expenses except those which the Traveler would not have otherwise incurred that are allowed within this Travel and Expense Policy. The travel and expense policies for such meetings will be clearly explained to all participants in advance of arrangements being made.

5.0 TRAVEL ARRANGEMENTS

- 5.1 The Travel Planner will search for the lowest economy fare, regardless of airline; however, the Travel Planner will make every effort to take each Traveler's requests into consideration.
- 5.2 All domestic and international tickets purchased will be in economy class unless prior arrangements are made to use the Traveler's miles to upgrade and the Traveler pays any applicable difference in fare (see sections 4 and 7) or the Traveler pays the difference between economy and a higher class of service.
- 5.3 For international team travel, the U.S. Teams Planner will contact each Traveler about his/her travel schedule no less than 60 days prior to travel or within seven days after

selection. For all other travel, the appropriate Headquarters Staff will contact each Traveler about his/her travel schedule as soon as possible after the travel details (location, travel dates, etc.) are known.

- 5.4 Per section 3, no traveler should contact the Travel Planner to make arrangements until the appropriate Headquarters Staff has provided the Travel Planner with the appropriate list and notified the Travelers that it is acceptable to begin making arrangements through the Travel Planner.
- 5.5 Travelers may research flights and submit requests; however, all arrangements must be made through the Travel Planner unless alternate arrangements are approved in advance by the Travel Planner. Arrangements made through the Travel Planner will be paid by U. S. Figure Skating according to section 4 of this Travel and Expense Policy.
- 5.6 U.S. Figure Skating will not reimburse travelers if arrangements are not made through the Travel Planner.
- 5.7 Travelers will be booked roundtrip from their home/training city to the competition and back to the same city, unless Traveler specifies otherwise (see section 4.2.2).
- 5.8 When traveling to an international event, in most cases, athletes are required to depart at least two days before the start of their first official practice day.
- 5.9 Each athlete under the age of 18 must travel with his/her coach, unless accompanied by his/her parent or guardian.
- 5.10 When traveling to an event, Team Leaders are required to schedule their arrival at least 30 minutes before the arrival of the first team member who arrives on the official arrival day and depart when or after the last team member leaves on the official departure day, unless the International Committee chair approves alternate arrangements in advance.
- 5.11 All judges traveling to international competitions may be required to attend a post-event meeting. This should be determined before a ticket is confirmed. If changes are made after a ticket has been confirmed, the Traveler is responsible for any change fees.
- 5.12 Coaches are required to notify U.S. Figure Skating when they have athletes from other federations attending the same international competition, in order to calculate the appropriate expenses.
- 5.13 After the Travel Planner communicates with the Traveler regarding travel arrangements, the Travel Planner will send a proposed itinerary to the Traveler. The Traveler has 48 hours from the time the Travel Planner sends the proposed itinerary to respond with objections. If the Travel Planner receives no objections within the 48-hour period, the ticket will be issued.
- 5.14 The Traveler is responsible for notifying the Travel Planner of any errors within 24 hours of the Travel Planner sending the Traveler his/her confirmed itinerary.
- 5.15 When a Traveler encounters any problems in any travel arrangements, the Travel Planner should be notified and will attempt to solve the problem.
- 5.16 If the Travel Planner is not available, Travelers should contact the Travel Planner's designee or appropriate Headquarters Staff contact for the event/program/meeting. During event travel, the Team Leader will be given an emergency phone number for contacting the Travel Planner.

6.0 CANCELLATIONS

- 6.1 All airline tickets are non-transferable, and most tickets issued are also non-refundable.
- 6.2 In the event that illness, injury or death of an immediate family member prevents an individual from attending an event, a physician's letter stating the condition necessitating cancellation and the airline ticket (if paper) must be submitted to the

Travel Planner in order to apply for a refund. If the airline ticket and physician's letter are not returned to U.S. Figure Skating within 30 days of notification, the Traveler will be charged for the full price of the ticket.

- 6.3 If a traveler requests their ticket to be cancelled for any reason other than injury, illness or death of an immediate family member, the traveler may be charged for the ticket. Travelers must contact the Travel Planner immediately so that inquiries can be made about reusing the ticket. If U.S. Figure Skating is able to reuse the ticket within one year, the Traveler will only be responsible for change fees and any additional charges above the cost of the original ticket.
- 6.4 If an athlete retires from competitive skating, the athlete will be responsible for the expense of any unused ticket(s) purchased due to the athlete's involvement with an event (i.e. ticket for athlete, coach, etc.). In addition, if an athlete changes coaches after a ticket has been purchased for the former coach, the athlete will be responsible for the ticket expense of the former coach. Any added expenses due to late changes or lack of space in economy for the new coach's ticket will be the athlete's or new coach's responsibility.
- 6.5 If an airline cancels their flight due to weather or air traffic control (ATC), U.S. Figure Skating will cover the expenses (hotel, flight change, meal) of travelers travelling to an event on the behalf of U. S. Figure Skating. Flight cancelations not due to weather or ATC will be the airline's responsibility to cover additional expenses. Always contact the airline representative first, if the airline is unwilling to assist, then contact the travel planner.

7.0 CERTIFICATES AND VIK (VALUE-IN-KIND)

- 7.1 When a ticket cost exceeds the budgeted amount or other circumstances warrant it, the Travel Planner may use a Certificate or VIK. The Chief Financial Officer may adjust the budgeted amount at any time.
- 7.2 By airline policy:
 - 7.2.1 Frequent flyer miles may or may not accrue when a ticket is purchased using a Certificate or VIK. This is dependent upon the policy of the airline providing the Certificate or VIK. The Travel Planner will advise, prior to ticketing, whether the Certificate or VIK accrues frequent flyer miles and any other restrictions or policies with such usage.
 - 7.2.2 Tickets purchased using a Certificate are not upgradeable to a higher class of service.
 - 7.2.3 Travelers can only travel on the airline that has issued the Certificate or VIK.
- 7.3 Certificates or VIK will be used in the following order of priority:
 - 7.3.1 Headquarters Staff traveling on behalf of U.S. Figure Skating.
 - 7.3.2 International events (i.e. Skate America) paid by U.S. Figure Skating for non-U.S. Figure Skating athletes and officials.
 - 7.3.3 Coaches traveling to a U.S. Figure Skating authorized event which promotes their careers. These may include sports camps, competitions, etc.
 - 7.3.4 Volunteers traveling on behalf of U.S. Figure Skating.
 - 7.3.5 Athletes traveling to a U.S. Figure Skating authorized event which promotes their careers. These may include sports camps, competitions, etc.
 - 7.3.6 Notwithstanding the above, if a directive is set by the Board of Directors for all Travelers.
- 7.4 The Travel Planner will report monthly to the Chief Financial Officer on the use of Certificates and VIK.

8.0 PER DIEM AND EXPENSES

8.1 Per Diem is set at \$12 for breakfast, \$15 for lunch and \$30 for dinner.

8.2 Per Diem calculations for travel times are as follows:

Outbound/First Day of Trip	
Scheduled flight departure time	Daily Per Diem amount
Midnight – 10 a.m.	\$57
10 a.m. – 3 p.m.	\$45
3 p.m. – Midnight	\$30
Return/ Last Day of Trip	
Actual flight arrival time	Daily Per Diem amount
Midnight – 11 a.m.	\$12
11 a.m. – 5 p.m.	\$27
5 p.m. – Midnight	\$57

8.3 If meals are provided to Travelers, the Per Diem amount for that meal (\$12 for breakfast, \$15 for lunch and \$30 for dinner) will be deducted from the total amount of Per Diem.

8.4 If Per Diem is provided, it will be paid to eligible Travelers for U.S. Figure Skating business travel purposes for the duration of the time that the Traveler is required to travel on behalf of U.S. Figure Skating.

8.5 Per Diem requests are to be sent to the Finance Department no later than two weeks prior to travel. If not, advance Per Diem is not guaranteed to the Traveler.

9.0 BAGGAGE FEES

9.1 U.S. Figure Skating will reimburse all Travelers who are traveling to a U.S. Figure Skating authorized event the amount that is paid to the airlines for bags checked under the following conditions:

9.1.1 Travel is within the United States, Puerto Rico, Canada and in some cases Mexico.

9.1.2 Travel is in economy class of service.

9.1.3 U.S. Figure Skating will reimburse for the first bag checked when the assignment is three nights or more.

9.1.4 U.S. Figure Skating will reimburse for the first and second bags checked when the assignment is five nights or more.

9.1.5 U.S. Figure Skating, in general, does not reimburse for excess baggage; however, if more than two bags will be checked, reimbursement will require prior approval from the Chief Financial Officer.

9.1.6 U.S. Figure Skating will not reimburse for overweight or oversize luggage.

9.1.7 A receipt is required for all baggage reimbursements.

U.S. Figure Skating encourages all travelers to carry on their luggage whenever possible in order to keep within the approved budget for each event.

10.0 OTHER EXPENSES

- 10.1 U.S. Figure Skating will pay for Team Members' miscellaneous items required for travel such as visas and inoculations. This will be covered only if required for the entire delegation. Any other item(s) will require prior approval by the Chief Financial Officer.
- 10.2 U.S. Figure Skating will reimburse Travelers for expenses actually incurred for airport parking (economy lot rate), tolls, and mileage or transportation to and from the Traveler's departure airport. Travelers must use the least expensive method available for traveling to and from and/or parking at the departure airport. For Travelers driving to an event, daily, onsite hotel parking expenses (lowest rate) actually incurred will be reimbursed in combination with mileage as noted in paragraph 4.6. Parking, tolls and transportation will not be reimbursed without receipts.
 - 10.2.1 Events organized by U.S. Figure Skating may be subject to specific limits for these costs. Such limits will be communicated to Travelers by U.S. Figure Skating in advance of travel.
- 10.3 Other expenses beyond those specified in this policy will not be reimbursed unless approved in advance of travel by the Executive Director or Chief Financial Officer.

11.0 REQUESTING REIMBURSEMENT FOR EXPENSES

- 11.1 Reimbursement requests for all approved travel expenses, not including airline tickets or other expenses paid in advance (e.g. if advance Per Diem was provided, meals cannot be expensed), must be submitted no later than 30 days after the event to the appropriate Headquarters Staff member or the Chief Financial Officer for approval. All reimbursement requests must be submitted on a Travel Expense Reimbursement Form and accompanied by all related receipts. Expenses will not be reimbursed without receipts.

12.0 TRAVEL REIMBURSEMENT BY HOSTING ORGANIZATIONS FOR REGIONAL, SECTIONAL, SYNCHRONIZED SECTIONAL, ADULT SECTIONAL, U.S. SYNCHRONIZED, U.S. ADULT AND U.S. COLLEGIATE CHAMPIONSHIPS

- 12.1 Hosting Organizations, other than U.S. Figure Skating itself, holding U.S. Figure Skating-sanctioned Regional, Sectional, Synchronized Sectional, Adult Sectional, U.S. Synchronized, U.S. Adult U.S. Collegiate Championships will reimburse those traveling on behalf of the Hosting Organization for reimbursable, pre-approved expenses actually incurred at the location of the event or at necessary stopovers during travel per this section 12.
- 12.2 **AIRFARE/MILEAGE POLICY**
 - 12.2.1 The Regional, Sectional, Synchronized Sectional, Adult Sectional, U.S. Synchronized, U.S. Adult or U.S. Collegiate Championships will provide one economy class (coach) round trip ticket for each assigned Traveler from the Traveler's home city to the airport servicing the event. Each airline ticket will be booked at the lowest fare offered regardless of airline.
 - 12.2.2 Each Traveler must fill out and return the official airline travel form to the appropriate contact by the deadline provided by the Hosting Organization. Once received, the Hosting Organization will send the Traveler an approved itinerary for final confirmation.
 - 12.2.2.1 For the issuance of a ticket, each Traveler must provide the Hosting Organization with the exact name that appears on the government issued photo ID card and date of birth. If the Traveler fails

to give the correct information, and a ticket has to be re-issued as a result, the Traveler will be responsible for the cost.

- 12.2.3 Travel is based upon the dates as determined by the chief referee and Hosting Organization and listed in the officials' schedule 104. These dates have been provided by the chief referee and will be confirmed against the airline travel form. If a Traveler is requesting to arrive early or depart later than the dates listed in the 104, any additional housing or other costs will be charged to the Traveler.
- 12.2.4 **"If permitted by the airlines rules:"** Once a Traveler's travel plans have been accepted and ticketed, any changes may result in a reissue fee plus applicable airline penalty fees, which generally range in price from \$50-\$200. If there is a difference in fare at the time of change, this difference in fare will also apply to the cost of the new ticket. Any fees or differences in fares will be the financial responsibility of the Traveler.
- 12.2.5 If a Traveler cancels coming to the competition for any reason at any time, and the Hosting Organization has already purchased a ticket, the Traveler will be responsible for reimbursing the Hosting Organization for the full cost of the ticket.
- 12.2.6 Requests for additional guests are the responsibility of the Traveler.
- 12.2.7 If a Traveler drives to an event in lieu of flying, the Hosting Organization will reimburse the round-trip mileage from the Traveler's home address to the event plus daily, onsite hotel parking expenses (lowest rate) actually incurred, subject to the following: mileage will be calculated using the IRS mileage reimbursement rate in place at the time the reimbursement request is submitted; and the total reimbursement (mileage and parking) may not exceed the amount of the lowest economy airfare available.

12.3 OTHER EXPENSES

- 12.3.1 For all Travelers assigned to the Regional, Sectional, Synchronized Sectional, Adult Sectional, U.S. Synchronized, U.S. Adult or U.S. Collegiate Championships, the following will apply in terms of expenses:
 - 12.3.1.1 Reimbursement requests for all approved travel expenses, not including airline tickets or other expenses paid in advance, must be submitted no later than 14 days after the event to the appropriate contact (per U.S. Figure Skating Rule 2150). All reimbursement requests must be accompanied by all related receipts. Expenses will not be reimbursed without receipts.
 - 12.3.1.2 The Hosting Organization will reimburse all Travelers for airline baggage fees using the following policy:
 - 12.3.1.2.1 Reimbursement for the first bag when the assignment is three nights or more
 - 12.3.1.2.2 Reimbursement for the first and second bag when the assignment is five nights or more.
 - 12.3.1.2.3 Reimbursement will not be made for excess baggage.
 - 12.3.1.2.4 Reimbursement will not be made for overweight or oversize luggage.
 - 12.3.1.2.5 An airline issued receipt is required for all baggage reimbursements.

Travelers are encouraged to carry on their luggage whenever possible in order to keep within the approved budget for each event.

12.3.1.3 The Traveler’s hotel room and tax will be billed directly to the Hosting Organization. The Traveler will be required to provide a credit card (or other method of payment) at check-in to cover any incidental expenses. Such incidental expenses are the responsibility of the Traveler.

12.3.1.4 If an airline cancels their flight due to weather or air traffic control (ATC), the Hosting Organization will cover the expenses (hotel, flight change, meal) of travelers travelling to an event on their behalf. Flight cancellations not due to weather or ATC will be the airline’s responsibility to cover additional expenses. Always contact the airline representative first, if the airline is unwilling to assist, then contact the Hosting Organization.

12.3.1.5 For ground transportation in the host city, the Traveler will be provided with transportation service between the airport and the host hotel. The Hosting Organization is responsible for the cost, if any, of such service, and for providing instructions for how to utilize it. If a Traveler chooses not to use the Hosting Organization’s provided service when such service is available, then the Traveler will be responsible for his/her cost of such ground transportation.

12.3.1.6 Reimbursement for breakfast, lunch and dinner will be reimbursed for the actual cost of the meal (including applicable taxes and tips), up to a maximum of \$12 for breakfast, \$15 for lunch and \$30 for dinner only for meals not already provided by the Hosting Organization. Meals will not be reimbursed without receipts. Eligibility to be reimbursed for a particular meal will be based on departure and arrival times as follows:

Outbound/First Day of Trip	
Scheduled flight departure time	Daily Meal Allowance
Midnight – 10 a.m.	\$57
10 a.m. – 3 p.m.	\$45
3 p.m. – Midnight	\$30
Return/ Last Day of Trip	
Actual flight arrival time	Daily Meal Allowance
Midnight – 11 a.m.	\$12
11 a.m. – 5 p.m.	\$27
5 p.m. – Midnight	\$57

12.3.1.6.1 If a Traveler is driving in lieu of flying, departure and arrival times will be based on the times the Hosting Organization needs the Traveler to arrive at and depart from the event, and the time it takes to drive between the two locations.

12.3.1.7 Hosting Organizations will reimburse Travelers for expenses actually incurred for airport parking (economy lot rate), tolls, and mileage or transportation to and from the Traveler’s departure airport. Travelers must use the least expensive method available for traveling to and from and/or parking at the departure airport. For Travelers driving to an event, daily, onsite hotel parking expenses (lowest rate) actually incurred will be reimbursed in combination with mileage as noted in

paragraph 12.2.7. Parking, tolls and transportation will not be reimbursed without receipts.

12.3.1.8 Except for highly unusual circumstances, there will not be any additional allowances for any additional expenses not detailed in this policy. Any exceptions must be approved in advance of travel by the Hosting Organization.

12.3.1.9 Per U.S. Figure Skating Rule 2150, reimbursement to authorized Travelers must be made as soon as possible, but no later than 21 days following the submission of their expense to the Hosting Organization. Hosting Organizations are not required to reimburse Travelers on site of an event.

13.0 TRAVEL REIMBURSEMENT BY HOSTING ORGANIZATIONS FOR NONQUALIFYING COMPETITIONS, TEST SESSIONS, CARNIVALS AND EXHIBITIONS

13.1 Hosting Organizations, other than U.S. Figure Skating itself, holding U.S. Figure Skating-sanctioned events will reimburse those traveling on behalf of the Hosting Organization for reimbursable, pre-approved expenses actually incurred at the location of the event or at necessary stopovers during travel per this section 13.

13.1.1 Reimbursement for breakfast, lunch and dinner will be reimbursed for the actual cost of the meal (including applicable taxes and tips), up to a maximum of \$12 for breakfast, \$15 for lunch and \$30 for dinner only for meals not already provided by the Hosting Organization. Meals will not be reimbursed without receipts. Eligibility to be reimbursed for a particular meal will be based on departure and arrival times as follows:

Outbound/First Day of Trip	
Scheduled flight departure time	Daily Meal Allowance
Midnight – 10 a.m.	\$57
10 a.m. – 3 p.m.	\$45
3 p.m. – Midnight	\$30
Return/ Last Day of Trip	
Actual flight arrival time	Daily Meal Allowance
Midnight – 11 a.m.	\$12
11 a.m. – 5 p.m.	\$27
5 p.m. – Midnight	\$57

- 13.1.1.1 If a Traveler is driving in lieu of flying, departure and arrival times will be based on the times the Hosting Organization needs the Traveler to arrive at and depart from the event, and the time it takes to drive between the two locations.
- 13.1.2 If hotel arrangements are required and agreed to by both the Traveler and the Hosting Organization, and the Traveler is asked to make his/her own hotel arrangements in advance by the Hosting Organization, the expense for the room (room and tax) will be reimbursed at the expense actually incurred.
- 13.1.3 If a Traveler drives to an event in lieu of flying, the Hosting Organization will reimburse the round-trip mileage from the Traveler’s home address to the event plus daily, onsite hotel parking expenses (lowest rate) actually incurred, subject to the following: mileage will be calculated using the IRS mileage reimbursement rate in place at the time the reimbursement request is submitted; and the total reimbursement (mileage and parking) may not exceed the amount of the lowest economy airfare available.

- 13.1.4 If a Traveler cancels coming to the competition for any reason at any time, and the Hosting Organization has already purchased a ticket, the Traveler will be responsible for reimbursing the Hosting Organization for the full cost of the ticket.
- 13.1.5 If an airline cancels their flight due to weather or air traffic control (ATC), the Hosting Organization will cover the expenses (hotel, flight change, meal) of travelers travelling to an event on their behalf. Flight cancelations not due to weather or ATC will be the airline's responsibility to cover additional expenses. Always contact the airline representative first, if the airline is unwilling to assist, then contact the Hosting Organization.
- 13.1.6 The Hosting Organization is not required to approve expenses above and beyond those specified in section 13 of this policy nor reimburse such expenses where they were not requested and approved in advance of the event.
- 13.1.7 Reimbursement requests for all approved travel expenses, not including airline tickets or other expenses paid in advance, must be submitted no later than 14 days after the event to the appropriate contact (per U.S. Figure Skating Rule 2150 and Test Rule (TR) 7.14). All reimbursement requests must be accompanied by all related receipts. Expenses will not be reimbursed without receipts.
- 13.1.8 Per U.S. Figure Skating Rule 2150, reimbursement to authorized Travelers must be made as soon as possible, but no later than 21 days following the submission of their expense to the Hosting Organization. Hosting Organizations are not required to reimburse Travelers on site of an event.
- 13.1.9 Any exceptions to the above policies must be requested by the Traveler and approved in advance by the Hosting Organization.
- 13.1.10 The Hosting Organization may not deviate from section 13 of this policy should such deviation negatively affect those traveling on the Hosting Organization's behalf.