

# USA Cycling Board of Directors, Committee Members, and Volunteer Expense Reimbursement Policy

## Travel and Business Expenses

*Created July 20, 2011*

---

USA Cycling will reimburse employees, Board of Directors members, Committee members, and specifically identified volunteers for those necessary and reasonable travel expenses incurred in conducting USA Cycling business for which authorization is provided in advance of travel. Individuals seeking approval for travel will be asked to document the purpose of the travel (and proposed expenses) and the nature of the business to be conducted. Individuals are expected to minimize expenses to the extent possible so that USA Cycling can stretch its resources to focus on programs related to its not-for-profit mission to achieve sustained success in international cycling competition and to grow competitive cycling in America. In unusual circumstances where pre-approval cannot be obtained, USA Cycling may waive the requirement of pre-approval. All individuals who incur expenses for which reimbursement may be sought should understand that exceptions to the requirement of pre-approval will only be granted in unusual circumstances.

USA Cycling Board of Directors, Committee members and certain pre-approved volunteers ("Individuals") can request reimbursement by filing an Expense Report. Receipts supporting pre-approved expenses for lodging, commercial transportation (to be booked by USA Cycling staff), auto rental and other single expenditures must accompany expense reports. Expense reports need to be turned in within one month from the time the expense is incurred to be eligible for reimbursement.

Individuals authorized to travel by personal car for USA Cycling business purposes are reimbursed at a rate per mile to be established by USA Cycling. Tolls and parking fees are also reimbursable.

Individuals are responsible for moving violations incurred while they are driving a company-owned vehicle or personal vehicle for USA Cycling business. Parking violations are also the Individual's responsibility.

**Air Travel** – All Airfare eligible for reimbursement must be pre-approved and booked by USA Cycling staff designated by USA Cycling CEO. Airfare reservations when possible should be made at least 30 days in advance with awareness of fare wars or "sales" in order to secure the best possible fare; and USA Cycling's current policies concerning VIK and certificate usage must be followed. Unless it conflicts with USA Cycling's current VIK and certificate usage policy, reservations should be booked on the lowest cost airline. Kayak.com should be used to compare airline fares and determine if there are less expensive flights with various times of travel. The cost of checking luggage should also be considered when comparing airline costs for it varies with each carrier. Coach/economy class travel is the only class authorized at USA Cycling expense. USA Cycling allows Individuals to retain frequent flyer awards, which may be used to upgrade to higher classes of service if desired, however any cost associated with an upgrade is the personal responsibility of the traveler. If an Individual travels by private airplane,

USA Cycling will reimburse the Individual up to the lowest cost economy/coach airfare available based on the dates of travel.

**Ground Transportation** – Wherever possible, Individuals should use public transportation or free shuttle service supplied by hotels, conference facilities, or USA Cycling. Rental cars if pre-approved by USA Cycling may be used for reasonable travel needs, where economically justified or where necessary to successfully conduct USA Cycling business and no public transportation alternative is available. Economy, full size cars, or minivans should be rented based on the size of the party and luggage. Luxury or specialty cars (sports cars, SUV's, etc) are not authorized. Long-term/economy parking lots should be utilized when parking at airports.

**Lodging** – Cost and suitability for accomplishing USA Cycling business objectives of the trip are the principal factors used in selecting lodging. If a USA Cycling hotel sponsor exists, please check the appropriate portal for lowest fare, and then compare to any website deals. The hotel with the lowest rate should be used. USA Cycling does not utilize "luxury" hotels. Suites and rooms on a so-called "executive or towers level" are not authorized at USA Cycling expense. Upgrades to these accommodations based on frequent stay programs or other factors that do not result in additional expense to USA Cycling are authorized.

Reimbursement or direct billing to USA Cycling for lodging will include only the cost of the room and applicable taxes. Items such as mini-bar charges, movies, health club fees, room service, etc. are required to be paid by the Individual at check out and will not be reimbursed by USA Cycling.

**Meals/Per Diem** – A reasonable meals allowance will be provided when traveling where USA Cycling does not provide meals in kind. Detailed meal receipts with names of participants must be submitted for reimbursement. In general, the guideline for daily reimbursement is \$25 a day in non-high-cost areas and \$35 in high-cost areas as determined by USA Cycling. High-cost areas are difficult to define with precision, but generally include the "Northeast Corridor" from Boston to Washington, D.C., plus San Francisco and Los Angeles. The guideline for New York City is \$50 per day. These are general guidelines to help determine what is reasonable, however it could vary based on the business circumstances.

When meals are charged, the charges are subject to the above guidelines and the **itemized receipt** must accompany the charge slip.

**Alcohol Use and Expense Reimbursement** - Excessive alcoholic consumption while on USA Cycling business is not acceptable and will not be tolerated. Any drinking of alcohol and then driving on USA Cycling business is not acceptable and will not be tolerated. Alcohol purchases by Individuals are not reimbursable by USA Cycling.

**Cell Phone and Long Distance Expense Reimbursement** – It is the responsibility of every Individual to minimize USA Cycling expenses whenever practical. In limited circumstances, USA Cycling will reimburse Individuals for USA Cycling business calls. USA Cycling will only reimburse for minutes related to business calls that result in incremental per minute charges to the Individual (minutes in excess of base plan minutes). USA Cycling will not reimburse for any minutes included in a base plan or for any other fees including monthly plan fees, data fees, internet access, international

phone calls, international personal roaming calls, text messaging, directory assistance, sending photos, download of ring tones, games and wallpapers etc .

**Other Expenses** – Other ordinary and necessary pre-approved expenses associated with conducting USA Cycling business can be requested for consideration to be reimbursed by USA Cycling.

Expenses that qualify for reimbursement by USA Cycling include tips, postage, overnight express charges, sales tax, and copying. Tips should be reasonable and customary and should not exceed 15% of the total bill. Overnight express charges should only be incurred when deemed necessary.

Expenses that DO NOT qualify for reimbursement or direct payment by USA Cycling include magazines, newspapers, movies, minibar charges, health/airline lounge club fees, upgrade fees, etc.

**Procedure** – Each Individual is responsible for completing his/her request for expense reimbursement and sending it to their USA Cycling staff liaison as assigned by CEO. Receipts should be attached to an itemized expense report. All receipts should be sequentially numbered with corresponding number noted on expense report. In addition, all receipts should be attached to an 8 ½ x 11 sheet of paper.

Adequate documentation must accompany each expense report. This includes original airline ticket receipts, itineraries, original hotel bills, itemized food receipts and other transportation tickets. USA Cycling reserves the right not to reimburse any expenses not submitted for reimbursement within 30 days of incurring the expense.

Staff liaison will be responsible for giving proper approval before it is submitted to the finance department. For Individuals that are on USA Cycling's Board of Directors, expense reports should be approved by the Chairman of the Board of Directors or the Chairman of the Finance Committee, or in the case neither of those two individuals is available it should be approved by an elected Officer of the Board. In no circumstances can an Individual approve his/her own expense report.