

## **US Speedskating Travel / Expense Reimbursement Form Instructions**

### **General**

All expenditures for transportation, lodging, meals, and other travel-related activities, whether cash or charged for later payment should be reported on this expense report form. Please follow USS Bylaws and Policies carefully before completing your expense report.

### **Travel Expense Within The United States:**

Reimbursement for personal transportation, room and meal expenses actually incurred in connection with a previously approved USS function such as a school or clinic, competition or meeting will be made on the following basis: (Note: See Travel Policy for complete details)

#### ***1.0 - Transportation:***

**(a)** When air transportation is used, reimbursement will be made for coach airline fares, ground transportation to and from airports, airport parking, applicable taxes and tips. Reimbursement will not be made for the additional expense of first-class or one-class air fares unless an explanation submitted with the reimbursement request establishes that less expensive air travel was not usable.

**(b)** 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 above.

**(c)** When air transportation is not usable, reimbursement will be for the actual cost of travel on the public conveyance used, or as outlined below, if private automobile is used.

**(d)** When private automobile is used for all or any portion of the transportation, reimbursement at the current Internal Revenue Service business mileage allowance rate plus necessary tolls will be made. Total reimbursement for the use of private automobile shall not exceed the cost of transportation by air or other public conveyance as outlined above.

#### ***2.0 - Rooms and Meals:***

**(a)** Reimbursement will be made up to \$135 per day, for room, three meals, applicable taxes, and the tips at the location of the event or at necessary stopovers during travel. Expenses for less than a full day will be reimbursed up to \$100 for room, \$35 for meals including applicable taxes and tips.

#### ***3.0 - Duration of Expense Period***

**(a)** The expense reimbursement period shall coincide with transportation arrangements. At a maximum, the expense reimbursement period shall begin one day before the event and terminate one day after the event unless other arrangements are made in advance between the person to be reimbursed and the organization making the reimbursement.

#### ***4.0 - Reporting Processes and Requirements***

**(a)** Whenever reimbursement is requested for expenses in excess of those listed above, an explanation shall be submitted with the reimbursement request establishing that such expenses were essential to the fulfillment of the assignment.

**(b)** Expense reports shall be sent to USS Headquarters.

**(c)** All requests for reimbursement pursuant to the foregoing must include actual receipts and appropriate supporting documentation required for auditing purposes and verification.

**(d)** Request for reimbursement pursuant to the foregoing shall be made not later than 30 days following the completion of travel or by such later date as may have been agreed to by the Executive Director.