


South Pasadena Sea Tigers



Travel and Expense Policy

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TRAVEL & EXPENSE					

POLICY STATEMENT

SOUTH PASADENA SEA TIGERS Swim Club (“SPS Swim Club”) will pay for reasonable travel expenses that are incurred by coaches in the performance of their duties, training, and self-improvement which benefits the SOUTH PASADENA SEA TIGERS Swim Club. The following requirements regarding travel arrangements apply to all SPS Swim Club coaches when traveling on SPS Swim Club business. The requirements also apply to all contracted-service personnel, when travel arrangements are offered by SPS Swim Club board and accepted by the contracted service personnel’s employer.

Coach travel procedures will be monitored to ensure that policies and best business practices are followed. The responsibility and authority to implement and enforce this policy is placed with the entire SOUTH PASADENA SEA TIGERS Swim Club Board.

The SOUTH PASADENA SEA TIGERS Swim Club Board (“SPS Board”) determines whether expenses are considered to be business-related to SPS Swim Club and therefore, reimbursable. Supporting documentation for travel and other expenses must clearly demonstrate that the individual coach requesting reimbursement incurred the cost. The SPS Board assumes no obligation to reimburse coaches for expenses that violate law or do not comply with SPS Swim Club Policy. All financial transactions are subject to audit.

APPLICABILITY

This policy applies to all SPS Swim Club coaches.

In the event of any actual or perceived conflict between policy and legal requirements, coaches should follow legal requirements.

1. TRAVEL APPROVALS

Travel approval from the SPS Board must be obtained prior to making any travel reservations. Any arrangements not pre-approved by the SPS Board will not be reimbursed. The SOUTH PASADENA SEA TIGERS Swim Club Travel Request/Authorization form must be submitted by e-mail to the board for approval at least 21 calendar days prior to departure. The travel authorization must include the following (but not limited to) items:

- Event Name (ex. 2017 June Invitational)
- Name(s) of traveler(s)
- Date(s) of Event
- Travel dates
- Airport location

- Lodging location
- Actual or Estimated Cost (whichever is available at time of request)

2. TRAVEL ARRANGEMENTS

All travel arrangements and reservations will only be made by the coach(es) under the respective traveling coach's name. Traveler must seek the most reasonable, cost effective methods such as on-line booking tools or directly with hotels, airlines, car rentals etc.

2.1 AIR TRAVEL

A. RESERVATIONS. 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 section "B. Airports" below)
- 3) Coaches 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 \$400, the traveler must send an explanatory note to SPS Board as part of the SOUTH PASADENA SEA TIGERS Swim Club Travel Request/Authorization form.

B. AIRPORTS. Depending on airfare and convenience, airports to consider include Los Angeles, San Diego, Ontario, Long Beach and John Wayne.

C. DOCUMENTS. Depending on price, preferred documents are refundable or non-refundable electronic tickets. Refundable tickets if travel plans are not definite and Non-refundable tickets if travel plans are definite. Passenger receipts for electronic tickets and a copy of the itinerary should be retained for records. This passenger receipt must be submitted with the Check Request Form.

Note: In the case of a cancellation or flight change, it is imperative that the traveler notifies any member of the SPS Board to ensure that proper credit or refund is given to the SPS Swim Club.

D. UNUSED TICKETS. It is the responsibility of the traveler to cancel his or her reservation prior to the departure of the first flight on the itinerary. Ignoring this responsibility will result in additional costs for SPS Swim Club.

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 SPS Board upon completion of travel.

2.2 GROUND TRAVEL

A. RENTAL CARS. An SPS Swim Club coach may rent a vehicle when renting would be more advantageous to SPS Swim Club than other means of commercial transportation, such as a taxi. Midsize cars (or more economical) should be used whenever possible. When traveling with other coaches, rental cars should be shared to minimize costs.

The coach should refuel the car prior to returning the vehicle to the car rental agency to avoid the high fuel surcharges. Traveler(s) should use self-park when this option is available. Valet parking should only be utilized when self-parking is not offered.

Full insurance coverage for the rental car MUST be purchased through the car rental agency at all times. SPS Swim Club's insurance policy does not cover auto rental insurance. All SPS Swim Club coach(es) who intend to drive the rental car must have a driver's license that is in good standing and must be listed on the rental agreement for insurance purposes.

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.

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 SPS Swim Club business purposes. The traveler must submit with the Check Request Form, 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 car rental agency.

B. OTHER GROUND. 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. Economy parking should be utilized.

2.3 HOTEL

Hotel reservations must be made by the traveler in the most economical means (e.g. no last minute bookings, etc.). Travelers should use common sense when making hotel reservations and should look for reasonable rates within that market, whenever possible. Hotel reservations will only be approved for swim meets more than 50 miles one way from South Pasadena High School swimming pool.

Cancellations to hotel reservations must occur 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.

3. MEALS

SPS Swim Club will provide Coaches a meal allowance to defray a portion of meal costs. The maximum daily meal allowance or meal cap is \$40.00. The total daily meal costs must be reduced if meals are provided by SPS Swim Club or its affiliates (Sponsors, LSCs, coaches, etc.). Coaches must provide meal receipts and other supporting documentation in order to approve a request for reimbursement.

4. INCIDENTALS

The incidental portion of daily per diem is defined by IRS as fees & tips to porters, baggage carriers, and hotel staff, and fees for carts. Reimbursements for these items will not be granted.

5. SPOUSAL/NON-SOUTH PASADENA SEA TIGERS SWIM CLUB TRAVEL

Spouses, friends or family members may accompany coaches traveling on SPS Swim Club business, provided that their travel expenses are paid for by the Coach, and there is no net expense to the SPS Swim Club. Coaches would be responsible for booking family members and a personal credit card must be used for payment.

Coaches may combine personal and business travel providing it is at no cost to SPS Swim Club.

6. AUDITS/CONTROLS/ENFORCEMENT

SPS Swim Club has audits and controls to ensure that travel expenses are managed and cost-effective.

7. POLICY EXCEPTIONS

Exceptions to the policy require approval by the entire SPS Board. Policy exceptions can be made to reasonably accommodate coaches with disabilities.

EXPENSE REIMBURSEMENT

Only authorized coach expenditures will be reimbursed. Reimbursement for out-of-pocket expenses is allowed on those occasions where authorized individuals are required to spend their own money. This procedure applies to all Coaches that travel or incur charges in the performance of their duties, training, and self-improvement which benefits SPS Swim Club.

1. COACH REIMBURSEMENT REQUEST GUIDELINES

1.1 DEADLINES

Coach reimbursement requests must be submitted no later than 60 days after the date that expenses are incurred in order to receive reimbursement. Expenses submitted later than 60 days will NOT be routinely processed and may not be reimbursed.

1.2 COMPLETION & DOCUMENTATION

Reimbursement requests must be completed in sufficient detail to permit determination of the business purpose and reasonableness of the expenditures. Adequate documentation must accompany each reimbursement request. If Coaches submit reimbursement requests via mail,

they must include original itemized hotel receipts, travel itinerary reflecting time and cost of travel, and receipts for ALL expenses. Include the name of the event to be charged and a detailed description of the expenses incurred.

When 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 expenses report. SPS Swim Club does not normally reimburse coaches for expenses of \$25 or more unless a receipt is included (exceptions may apply as specified in this policy). Credit card statements reflecting airline baggage amounts and airport parking will be accepted in the absence of actual receipts.

Itemized receipts are required for all hospitality and hotel folios must be provided for hotel stays. If receipts for hospitality are lost, it is the traveler's responsibility to contact the restaurant and request for a duplicate itemized receipt. This policy also includes line items on hotel folios that are hospitality in nature.

Coaches may submit their signed Coach Reimbursement Request with supporting documentation via mail, fax, or email to the SPS Board.

1.3 OTHER TRAVELER'S EXPENSES

Coaches are NOT to pay for another person's room. All travelers are to pay for their lodging unless on a group direct bill or arrangements are made ahead of time and paid by use of the Purchasing Facilitator's corporate credit card.

2. NON-REIMBURSABLE EXPENSES

The following types of expenditures incurred by SPS Swim Club Coaches will not be reimbursed unless specifically authorized by the SPS Board:

General

- Personal expenses that would be incurred by the coach regardless of the coach's work-related responsibilities
- Amounts spent in excess of those considered reasonable
- Costs of the personal leg of the business trip that is extended for personal reasons
- Airline or hotel upgrades beyond those set forth in this policy
- Annual fees, late fees, or finance charges on personal credit cards
- Expenses relating to unlawful activities (i.e. parking tickets, moving violations, fines)
- Laundry or dry cleaning, except on trips lasting more than six calendar 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.
- Incidentals for fees & tips given to porters, baggage carriers, and hotel staff.