



TRAVEL EXPENSE REIMBURSEMENT POLICY

1. Purpose: To establish clear guidelines for reimbursing travel-related expenses incurred while conducting authorized business on behalf of Ozark Swimming, Inc.
2. Eligibility: Reimbursement may be provided to:
 - a. Coaches, officials, staff, athletes, or board members
 - b. Individuals whose travel has been preapproved by the Board
 - c. Travel must be pre-approved by the Board to qualify for reimbursement.
3. General Principles
 - a. All travel arrangements should be made in coordination with Ozark Swimming, Inc.
 - b. Individuals are expected to exercise reasonable judgment to minimize costs.
 - c. Original, itemized receipts are required for all reimbursable expenses. Receipts must show what was purchased or paid for.
4. Reimbursable Expenses:
 - a. Lodging
 - i. Ozark Swimming will book and pay for lodging directly, based on standard accommodation for the event (typically double-occupancy or standard king/queen rooms).
 - ii. All individuals will receive the same type of room as available; no upgrades or changes to room type are permitted.
 - iii. If an individual chooses to arrange their own lodging, they will not be reimbursed, regardless of cost.
 - iv. Any additional charges, such as room upgrades, in-room purchases, or incidental fees, are the responsibility of the individual.
 - b. Airfare vs. Mileage (Private Vehicle)
 - i. Reimbursement will be provided for either airfare or mileage-whichever is the lower, based on a comparison of:
 1. Mileage is reimbursed at the current GSA rate (\$0.70/mile as of Jan 2025).
 2. The reasonable airfare cost, defined as a coach/economy-class round-trip booked at least 14 days in advance of the event.
 - a. In cases where airfare requires additional transportation (such as a rental car), the cost of that transportation will be included in the airfare comparison. For example, if a traveler flies to a city that does not host the event, the reasonable cost of a required rental car or ground transportation to the final destination will be added to the airfare for reimbursement comparison.
 - ii. If an individual chooses to drive when flying would have been more economical, mileage reimbursement will be capped at the equivalent airfare cost.
 - iii. If an individual delays booking airfare and prices rise as a result, reimbursement will be based on the estimated cost had it been booked in a

timely manner (i.e. 14-day advance purchase). Documentation may be used to establish a fair comparison.

- iv. Receipts are required for airfare reimbursement. No receipts are required for mileage reimbursement.

c. Ground Transportation

- i. Reimbursement is allowed for necessary transportation between airport, hotel, and event site, including:
 - 1. Shuttles, rideshare (Uber/Lyft), taxis, airport parking, and baggage fees.
 - 2. Rentals cars, but only with prior approval and when necessary (e.g., no shuttle or rideshare option available)
- ii. Individuals are expected to use the most economical method available. Carpooling is encouraged when possible.
- iii. Reimbursement will not be provided for:
 - 1. Unapproved rental cars
 - 2. Premium rideshare option (e.g., Uber Black)
 - 3. Fuel costs unless part of an approved rental car
 - 4. Personal errands or extra travel unrelated to the event
- iv. Receipts must be submitted for all ground transportation expenses.

d. Per Diem

- i. Per diem is calculated using GSA meal rates for the destination city.
- ii. Travel dates (first and last) are reimbursed at 75% of the daily rate.
- iii. No receipts are required for per diem.
- iv. No reimbursement if meals are provided by the event or included in hotel/airfare.
- v. A full day will be considered if travel is required before noon. If travel is required after noon, it is considered a first/last day of travel.

- e. Pre-approved items such as stipends or registration fees must be itemized and approved in advance and will be paid by Ozark Swimming.

5. Companion/Personal Travel

- a. Ozark Swimming will not reimburse expenses for spouses, family members, or any companions who are not approved to travel on official business.
- b. If an individual chooses to bring a companion, they are responsible for any additional costs (e.g., room upgrades, transportation, meals, tickets).
- c. Reimbursement will only be based on the cost for the authorized individual alone- for example, lodging will be reimbursed at the single occupancy rate even if a companion shares the room.
- d. Airfare, mileage, and other transportation costs must reflect only the portion related to the approved individual.

6. Non-Reimbursable Expenses

- a. Alcohol
- b. Personal entertainment or upgrades (airfare, room, rental car, etc.)
- c. Incidental expenses (including room service, internet charges, telephone calls, movies, etc.)
- d. Meals outside of GSA per diem
- e. Travel insurance
- f. Missed wages associated with time off from work

7. Cancellation/No-Shows

- a. If an individual fails to attend a trip for non-emergency reasons after reservations are made, they may be responsible for unrecoverable costs such as hotel cancellation fees or nonrefundable airfare.

8. Submission Process:

- a. Submit the Travel Expense Reimbursement Form [online](http://ozarkswimming.com) (ozarkswimming.com).
- b. Include all required applicable receipts and documentation
- c. Forms must be submitted within 30 days of travel return date

9. Review and Payment

- a. Reviewed by Treasurer
- b. Reimbursement will be issued within 14 business days of approval
- c. Missing or incomplete submissions may result in delayed or denied reimbursement

Any policy interpretation will be made by the Ozark General Chair or the Ozark Finance Vice-Chair.