



**EMPOWERING ATHLETES SINCE 1956**

Adaptive Sports USA is a 501 c 3 nonprofit organization.

## **Adaptive Sports USA Travel Policy – Special Events National Support Team**

Thank you for your time and expertise to make the \_\_\_\_\_ (Event Name) a success! Please note the following Adaptive Sports USA guidelines to offset the cost of travel for our National Volunteer Support Team.

### **Airfare**

Airfare will be reimbursed for trips exceeding a four-hour, one way, driving time to the suggested airport that is nearest to the event site. A maximum of \$400 is available for reimbursement to approved volunteer support staff for roundtrip, economy class, airfare to and from the event site plus one checked bag each way. Reimbursement will not be provided for miscellaneous airfare costs such as seat selection, early boarding, etc. Per U.S. Paralympics regulations, national classifiers will receive the actual ticket value of their airfare.

Change in travel plans that results in increased airfare will be a personal expense, unless judged to be an emergency by the Executive Director or necessary because of changes in event schedule.

### **Parking**

Economy parking fees at an airport during the days worked shall be reimbursed with documentation.

### **Personal Vehicle Use**

For approved volunteer support staff driving a personal vehicle, mileage and tolls may be submitted for reimbursement. Mileage reimbursement will be at the standard business mileage rate set by the IRS. Miles driven will include round trip mileage to and from the event site - with a maximum of \$400 roundtrip per vehicle (regardless of the number of passengers). Reimbursement requires documented mileage from the staff's home address to the event (such as Google Maps or Map Quest).

### **Shuttle/Taxi Service**

If an event or hotel shuttle is provided onsite, reimbursement for public, private or ridesharing transportation or a rental car vehicle will not be provided.

### **Lodging**

Shared lodging at the event hotel will be offered for days working during the event. If a single room is desired, the traveler must pay for ½ of the cost of the room nights. All incidentals are the responsibility of the individual travelling and a personal credit card should be used at check-in to cover these costs. If, for an approved circumstance, a different hotel is utilized, up to the room rate of the event hotel will be reimbursed for a shared room and ½ of the event hotel room rate for a single room.

### **Per Diem**

Where applicable, per diem will be offered at the standard IRS rate for the event city. Per diem will be given onsite and requires a signature upon receipt. Per diem is meant to cover meals and incidental costs. Per diem will not be offered for meals provided by the event. Reimbursement will not be provided for meals purchased while travelling to and from the event. The daily limit shall not exceed the standard IRS per diem rate for the event city.

Should the individual choose to not accept the per diem, it will be considered a general donation to Adaptive Sports USA and a donation receipt will be provided within one month of the close of the event.

**Reimbursement**

To be reimbursed for travel costs for an authorized Adaptive Sports USA event, the traveler must arrange to arrive before the beginning of the traveler’s assigned event and depart after the scheduled conclusion of the assigned event. Deviation from this policy must be approved by the Executive Director. Travel costs for personal days beyond the timeframe needed are not covered by Adaptive Sports USA. Extending stays that result in an increase to the cost of airfare or other means of transportation will not be covered by Adaptive Sports USA.

All requests for reimbursement should be made on the applicable Adaptive Sports USA Reimbursement Request form. Receipts for all expenditures, to include mileage breakdown, airfare receipts, baggage fees and/or lodging receipts, should be included with the reimbursement request form and signed and dated W9. Completed reimbursement forms and receipts should be emailed to [nationaloffice@adaptivesportsusa.org](mailto:nationaloffice@adaptivesportsusa.org) within 30 days of the final day of the event. Expenses submitted later than 30 days will not be reimbursed.

Reimbursement checks will be written and distributed within 30 days of the final day of the event. No Reimbursements, including airfare, will be processed prior to the close of the event. Reimbursements will be processed in the order that they are received by the Adaptive Sports USA National Office and incomplete forms or missing receipts will delay processing.

The Adaptive Sports USA National Office, Sport Technical Committee / National Governing Body National Representatives and Junior Committee Chair reserve the right to designate members of the “approved volunteer support staff”. Only the approved volunteer support staff will receive financial reimbursement for clinic and / or event support. No other financial support will be provided unless agreed upon in writing by the Executive Director.

**Please print your name, sign and date this form as acknowledgement and agreement with the Adaptive Sports USA Travel Policy. Signed forms along with a W9, Waiver and Code of Conduct must be emailed to [nationaloffice@adaptivesportsusa.org](mailto:nationaloffice@adaptivesportsusa.org) no later than one month prior to the event.**

\_\_\_\_\_

<b>Name (Print or Type)</b>	<b>Signature</b>	<b>Date</b>
-----------------------------	------------------	-------------

**Primary Email:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Role:** \_\_\_\_\_

**Shirt size (in case requested)**

<b>Women’s:</b>	<b>XS</b>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>2XL</b>
<b>Men’s:</b>	<b>S</b>	<b>M</b>	<b>L</b>	<b>XL</b>	<b>2XL</b>	<b>3XL</b>

