



TMEC Tritons Swim Club
P.O. Box #891612, Temecula, California
(951) 699-5526

TEMECULA SWIM CLUB TRAVEL POLICY AND EXPENSE REIMBURSEMENT

2016

CONTENTS

TRAVEL 3

 1. Approvals 3

 2. Travel Arrangements 3

 2.1 Air Travel 3

 2.2 Ground Travel 5

 2.3 Hotel 6

 3. Meals 6

 4. Incidentals 7

 5. American Express Travel Cards 7

 6. Spousal/Non-TMEC Swim Club Travel 7

 7. Audits/Controls/Enforcement 7

 8. Policy Exceptions 7

EXPENSE REIMBURSEMENT 8

 1.0 Coach Reimbursement Request Guidelines 8

 1.1 Deadlines 8

 1.2 Completion & Documentation 8

 1.3 Other Traveler’s Expenses 8

 1.4 Large Hospitality, Reception, and Room Rentals 9

 2. Non-Reimbursable Expenses 9

TRAVEL

TMEC Swim Club will pay for reasonable travel expenses for coaches that are incurred in the performance of their duties, training, and self-improvement which benefits the TMEC Swim Club. The following requirements regarding travel arrangements apply to all TMEC Swim Club Coaches when traveling on TMEC Swim Club business. The requirements also apply to all contracted-service personnel, when travel arrangements are offered by TMEC Swim Club management 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 board President or Vice President.

1. APPROVALS.

Travel approval must be obtained prior to making any reservations. The approved TMEC Swim Club Travel Request/Authorization form must be submitted by e-mail to the "Travel Authorization" email folder and program manager for approval at least 21 days prior to departure. The travel authorization must include the following items:

- Program Name (ex. Rules Committee Meeting)
- Budget Number
- Name(s) of traveler(s)
- Date(s) of Program
- Travel dates
- Airport location
- Lodging location

2. TRAVEL ARRANGEMENTS.

All travel arrangements can be made by the coaches seeking the most reasonable, cost effective way. These methods include on-line booking tools or directly with hotels, airlines, car rentals etc.

2.1 AIR TRAVEL.

Travel reservations shall be paid for by the TMEC travel credit card. Requests for reimbursement will not be approved for those using alternate payment methods. Request for reimbursement must be pre-approved by The Board of Directors.

Any initial arrangements not pre-approved by the President or Vice President will not be reimbursed.

A. TRAVEL AGENCY. Future implementation

B. TRAVELER PROFILES. Future implementation.

C. 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 next section)

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 his/her coach liaison.

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

E. 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 Coach Reimbursement form.

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

F. 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 TMEC Swimming.

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 Board of Directors upon completion of travel.

2.2 GROUND TRAVEL

A. PERSONAL VEHICLES. Personal vehicles may be used if it saves time and is less expensive than renting a car, taking a taxi or using alternate transportation. When two or more people on TMEC Swim Club business share a vehicle, only the driver may claim reimbursement for mileage, parking and toll charges. If a traveler prefers to take his/her vehicle on approved TMEC Swim Club business, mileage costs up to the equivalent airfare expense may be claimed. (To determine the equivalent airfare, use the Standard IRS rate—at least 21 days prior to departure date--to plot the trip and then print the screen before purchase.) Mileage reimbursement amounts will be in accordance with the IRS regulations.

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

The traveler should refuel the car prior to returning the vehicle to the rental agency to avoid the high fuel surcharges. When possible, travelers should use self-park at hotels, versus valet parking.

Coaches should decline all optional insurance coverage except when traveling internationally (including Canada). When rented vehicles are used in accordance with the executed rental agreement, and travel is booked on contracted rates, our preferred vendors and/or our TMEC Swim Club insurance policy provide protection for renter's bodily injury, death, or property damage up to at least the compulsory insurance limits of the state in which any accident takes place.

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 TMEC Swim Club business purposes. The traveler must submit with the Coach Reimbursement 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 rental company.

C. 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 and mileage. Economy parking should be utilized.

2.3 HOTEL.

Hotel reservations must be made by the most economical means possible unless a TMEC Swim Club direct-bill applies or a special conference rate is offered. Travelers should use common sense when making hotel bookings and should look for reasonable rates within that market, whenever possible.

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

(Per Diem) and Entertainment. TMEC Swim Club will provide Coaches a per diem allowance to defray a portion of meal costs. The daily rate for per diem must be pro-rated for partial days and reduced if meals are provided by TMEC Swim Club or its affiliates (Sponsors, LSCs, coaches, etc.). For domestic travel, TMEC Swim Club follows current IRS regulations for per diem reimbursements utilizing the High-Low method for different cities within the contiguous United States. These rates are circulated annually and copies can be obtained from the Financial Affairs Division. For Hawaii, Alaska, and international cities, TMEC Swim Club provides 70% of the published IRS rates for those locations. International rates begin upon arrival in the foreign country and end upon departure from the foreign country. The “High” domestic rates are used for all cities in Canada and Mexico.

Entertainment expenses must be ordinary and necessary expenses directly related or associated with the active conduct of business. For tax purposes, it is very important to properly document entertainment expenses and substantiate the following elements;

- Itemized receipt reflecting actual meals, drinks, etc. (not a credit card receipt)
- Date
- Place
- Description of type of entertainment
- Business purpose and nature of the business benefit expected to be gained by TMEC Swim Club
- Business relationship to TMEC Swim Club of the person(s) entertained (name, occupation, title, etc.

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. AMERICAN EXPRESS TRAVEL CARDS.

TMEC Swim Club does not offer a corporate card to Coaches who travel.

6. SPOUSAL/NON-TMEC SWIM CLUB TRAVEL.

Spouses, friends or family members may accompany Coaches traveling on TMEC Swim Club business, providing their travel expenses are paid for by the Coach, and there is no net expense to the TMEC 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 the TMEC Swim Club.

7. AUDITS/CONTROLS/ENFORCEMENT.

TMEC Swim Club has audits and controls to ensure that travel expenses are managed and cost-effective. The TMEC Board of Directors will monitor use of preferred suppliers as necessary.

8. POLICY EXCEPTIONS.

Exceptions to the policy require approval by the Board of Directors Policy exceptions can be made to reasonably accommodate employees and 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 entertain for the TMEC Swim Club.

1.0 COACH REIMBURSEMENT REQUEST GUIDELINES

1.1 DEADLINES.

Coach reimbursement requests must be submitted no later than 60 days after the date 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 program 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. TMEC Swim Club does not normally reimburse Coaches for expenses of \$25 or more unless a receipt is included. 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. See section 3.0 on page 5 for more information regarding hospitality receipts. If receipts for hospitality are lost, it is the traveler's responsibility to contact the restaurant and request 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 Coach Liaison or Board of Directors.

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.

1.4 LARGE HOSPITALITY, RECEPTION, AND ROOM RENTALS.

These expenses are NOT to be paid for with personal credit cards. Arrangements for payment need to be made prior to the event/trip by either direct billing or with the Purchaser's corporate credit card.

2. NON-REIMBURSABLE EXPENSES

The following types of expenditures incurred by TMEC Swim Club Coaches will not be reimbursed unless specifically authorized by the approving manager:

General

- Personal expenses that would be incurred by the employee/Coach regardless of the Coach's work-related responsibilities
- Amounts spent in excess of those considered reasonable
- The costs of the personal leg of the business trip that is extended for personal reasons
- Airline or hotel upgrades (see page 2, section C (3) for accommodations related to international travel)
- 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 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. These incidentals are provided for under the daily per diem amounts.