



MDCVSA Travel and Reimbursement Policy (Revised January 9, 2019)

The purpose of this policy is to memorialize the MDCVSA's (the Association's) rules for the reimbursement of travel expenses incurred by Executive Committee members, MDCVSA employees, and others traveling to USSF, USASA, and Association Executive Committee, General Council meetings, and other promotional functions. This policy also sets forth the rules for the reimbursement of expenses incurred for the purchase of supplies, services, and equipment by officers.

General Rules

The following general rules apply to all Association travel (paid either directly by the Association or reimbursed by the Association) and to all reimbursement requests for the purchase of supplies, services, and equipment. Travel or purchases on behalf of FIFA, USSF, USASA or other similar organizations are required to follow the reimbursement policies of those organizations.

1. Air Travel

Only essential, budgeted air travel is authorized. Air travelers must travel in coach class. Air travel should be booked as far ahead as possible. At the latest, air travel should be booked no later than one month prior to departure. Once the itinerary has been set, any changes for personal convenience that result in an increased cost to the Association will not be reimbursed and are the responsibility of the traveler.

Association travelers have a duty to try to obtain the lowest fare commensurate with accomplishing the purposes for which the travel was initiated. For example, in some instances it may be more cost effective for the traveler to include a weekend overnight stay to obtain a substantially reduced airfare. Any savings in air fare should more than compensate for additional travel costs (such as additional hotel, meal costs, and parking) incurred by the stay.

Association travelers should also investigate the cost savings that can be achieved by flying out of any local airports within reasonable driving distance from the point of departure before booking a flight (for example, Association travelers living in the Washington, D.C. area are expected to search for the most economical flights out Reagan National, Dulles, and BWI airport). Frequent flyer and other incentives or awards may accumulate to the traveler.

Any deviations to the above air travel policies must be authorized in writing and in advance by a quorum of the Executive Committee. Any travel costs that were not budgeted must be authorized in advance by a quorum of the Executive Committee.

2. Ground Transportation

Association travelers should generally take maximum advantage of and use less expensive public transportation such as shuttle services provided by the hotels or function organizers. Rental vehicles should be used only where the use is economically justified or where no reasonable alternative exists.

Ground transportation (car, bus and train) should be considered in lieu of air travel where significant cost savings can be achieved.

A traveler's use of a personal vehicle to attend functions will be reimbursed, based on round trip mileage, less personal mileage, at the current IRS reimbursement rate in effect at the time of the travel. In order to be reimbursed for mileage, the traveler must submit a mileage log that lists the date and time of travel, the place of departure, the place of arrival, the starting and ending odometer readings, the total distance traveled, and the business purpose for the travel. [Amended at council meeting August 25, 2007]

All parking expenses require the submission of a receipt, unless a receipt is not available (such as when using a parking meter). When parking at airports, travelers must use the economy parking lot. If another, more expensive lot is used, the Association will only reimburse the traveler at the rate charged at the lower priced lot.

Vehicle parking tickets or moving violation tickets are the sole responsibility of the vehicle operator and will not be reimbursed by the Association.

3. Lodging

Association travelers are expected to use "middle class" accommodation and where feasible must use the event sponsored/contracted lodging facility. If a traveler does not take advantage of the sponsored lodging facility, any increased lodging costs will be the responsibility of the traveler and the Association will only reimburse the traveler for what it would have cost had the sponsored facility been used.

Suites are not authorized. Charges resulting for the personal use of "en suite" services such as mini bars, room service, pay-per-view movies and the like, will not be reimbursed.

4. Meals/Per Diem

Reimbursement for meals should be generally consistent with the rates used by the U.S. General Services Administration. It is recognized that at some sponsored functions the traveler is "trapped" on location and has no opportunity to search for the most economical meal. In those circumstances, the approval of actual meal costs may be reimbursed based on the submission of itemized receipts provided that the costs incurred are reasonable under the circumstances (capped at the maximum per diem amount for that city).

Association travelers may seek reimbursement for alcoholic beverages if consumed in moderation or when an alcoholic beverage may be purchased as part of a group dinner.

At many sponsored functions, meals such as breakfast, an awards luncheon, and dinners are included in the cost of the Association paid registration fee. Travelers must take maximum advantage of those prepaid services. Some activities and meals are organized at the Regional level where the entire bill is divided by the number of participants paid for by the Association. Travelers that attend those functions are expected to comply with this policy by ordering

reasonable items of food and beverage.

On occasion it may be permissible for Association travelers to purchase food for a meeting or in a social context. As a general rule, the expense should be approved in advance by a quorum of the Executive Committee and must be supported by a receipt, a written record of the Association business that was conducted, and a list of the persons that participated in the event.

Pier Diem Reimbursement in Lieu of Itemized Receipts:

In lieu of submitting itemized receipts for travel, an association traveler may be reimbursed by using a flat, pier diem travel rate based upon the published GSA per diem travel rates for lodging and meals multiplied by a factor of 125% (for a full day of travel) and 75% (for a half day of travel) provided that the amount reimbursed is still within budgeted travel costs.

5. Accompanying Spouses, Guests, and Family Members

The Association will not reimburse expenses for spouses, guests, or family members. If a traveler decides to bring a spouse, guest, or family member on an Association trip, the traveler is responsible for all costs attributable to those persons.

6. Miscellaneous Expenses

While engaged in Association business while traveling or otherwise, ordinary and necessary expenses are reimbursable. Such expenses may include baggage handling, tolls, tips, postage, express mail charges, etc. Requests for postage reimbursements exceeding \$25.00 must be accompanied by an itemization of the postage charged, a brief description of the item sent, and the name of the recipient.

7. Telephone Calls

The Association will only reimburse for essential, business related long distance telephone calls. In order to be reimbursed for long distance telephone calls, the person seeking reimbursement must submit a copy of the phone bill with the relevant phone numbers highlighted along with a sufficient description of the business purpose of the call and the name of the person called.

As a general rule, telephone calls made while traveling will not be reimbursed. Short calls made to family members to confirm safe arrival at the destination will be reimbursed. Travelers should ordinarily not use a hotel room phone to make Association related phone calls since many hotels assess surcharges on those calls

8. Supplies, Services and Equipment

Association officers must receive permission from a quorum of the Executive Committee prior to purchasing any supplies, services, or equipment. The board has a duty to ensure that approved purchases of supplies, services, and equipment are both necessary to Association business and reasonable in both quantity and cost. All supplies and equipment purchased with Association funds are the property of the Association. Any supplies or equipment in the possession of any Association officer must be returned to the President within fifteen (15) calendar days after the date that the person is no longer an officer.

9. Use of Reimbursement Form and Required Documentation of Expenses

All requests for reimbursements must be made in writing by the completion of a reimbursement form. The reimbursement form may be modified by the Executive Committee from time to time in its reasonable discretion. The blank reimbursement form will be provided to any traveler upon request. The reimbursement request should be submitted as soon as possible after the expense is incurred. Except in unusual circumstances, reimbursement requests should be submitted for review and approval not later than thirty (30) calendar days after the expense was incurred. In some situations involving significant expenses, an advance on expenses may be approved, provided that the advance does not exceed the budget and the traveler later provides a reimbursement request that accounts for all advanced funds within thirty days from the date of the event.

Detailed, itemized, original documentation must be submitted for all expenses to be reimbursed. All receipts for meals must include an itemization of the specific items purchased. Credit card receipts showing the total amount only are not acceptable substitutes for the itemized meal receipt.

10. Review and Approval of Reimbursement Requests

Two officers of the Executive Committee (ordinarily the President and the Treasurer) must review and approve all reimbursement requests. The President's duty is to ensure that the requested expenses were authorized and that the reimbursement request complies with this policy. The Treasurer's duty is to ensure that the request is properly documented (appropriate receipts and other documentation are attached) and mathematically accurate. The Treasurer shall maintain all reimbursement requests. After the fiscal year is over, or for other appropriate reasons, the Treasurer should arrange for original reimbursement requests to be stored at the state office.

If any disagreements between the President and the Treasurer arise concerning whether to approve a reimbursement request (either in whole or in part), the issue should be resolved by the full Executive Committee. Reimbursement requests submitted by the President should be approved by the Treasurer and by another member of the Executive Committee (other than the President). Reimbursement requests submitted by the Treasurer should be approved by the President and by another member of the Executive Committee (other than the Treasurer).

Any officer that submits or approves a reimbursement request certifies to the Association that:

(a) the officer has carefully prepared or reviewed the request; and (b) the request complies with this policy. A traveler's reimbursement requests for travel expenses for Association business will not be approved unless the person seeking reimbursement first prepares a written report to the Association about what was discussed and learned at the meeting that was attended.

Officers may approve reimbursement requests by e-mail. The Treasurer should maintain a copy of the e-mail approval with the reimbursement request.

11. Personal Expenses Will Not Be Reimbursed

Where personal travel is included in the Association sponsored itinerary, all costs attributable to personal travel must be paid by the traveler and will not be reimbursed by the Association.

Where rental vehicles are used, the traveler must identify on the reimbursement request any costs incurred as a result of the personal use of the vehicle.

Charges for meals incurred for personal use will not be reimbursed (e.g., for meals purchased after the sponsored event is over or before the event begins).

Services, supplies, and equipment purchased by the Association should only be used for Association business. A requester must deduct from any reimbursement request the cost of any supplies, services, or equipment that are attributable to either personal use or to use by someone that is not an Association officer. If it is determined that a requester was reimbursed by the Association for any travel, lodging, meals, mileage, services, supplies, equipment, subsidies, or other costs that were either not used for Association business or were purchased for personal use, the person that sought the reimbursement must pay back the Association for any such improper expenses.

12. Duty to Assist the Audit Committee

Any Association officer, Association employee, and all other persons that have received a reimbursement from the MDCVSA, have an affirmative duty to assist the Audit Committee in performing the annual audit of Association records. That duty includes, without limitation, the duty to:

- A. Respond in a timely manner, in writing, to questions posed by the Audit Committee;
- B. Produce in a timely manner, any Association records requested by the Audit Committee;
- C. Produce in a timely manner any other records requested by the Audit Committee that are reasonably related to the audit function (including, without limitation, records that may be considered personal such as telephone bills, credit card statements, bank records and receipts if these items were used for the conduct of Association business);
- D. Attend Audit Committee meetings as requested by the Committee;
- E. Timely respond to any other inquiry by the Audit Committee related to its audit function; and
- F. Timely respond to any request by the council for information about any reimbursement request or any other Association transaction.

The duty to assist the Audit Committee will be a continuing one and will not expire upon an officer's resignation, removal or other end to the officer's term. An officer's (or other person's) failure to comply with the duties outlined in this section will constitute grounds for removal from office, expulsion from the council, or other sanctions. For purposes of this rule, the term "timely" means not later than fifteen (15) calendar days after the request was made.

13. Other Matters:

No Receipts Needed for Petty Expenses

Notwithstanding anything herein to the contrary, if the itemized receipt reimbursement method of reimbursement is chosen, receipts for expenses of less than \$10 are not required to be submitted with the expense reimbursement.

Stranded Travelers

In the event that traveler is stranded due to circumstances beyond the traveler's control (for example—a flight was cancelled due to weather conditions), the Association may reimburse the traveler for the additional travel costs incurred, subject to an overall reasonableness standard consistent with this policy.

Policy Does Not Apply to Certain Expenses

This policy is not intended to apply to state office expenses (salary, rent, utilities, internet service, etc.), general overhead expenses (office supplies, player pass stock), direct subsidies approved by another policy, by the council, or in the budget, or other, similar, non-travel related expenses. The Association may pay those types of expenses directly as part of the annual budget, or after receiving a bill or invoice or reimbursement request directly from the vendor or person to be reimbursed.