

## **Travel Reimbursement Procedures Overview**

***WIN! Executive Board must approve all reimbursements before the expenses occur.***

A travel reimbursement cannot be filed before the trip is completed and should be filed within 60 days. If the trip is exceptionally lengthy, interim filings may be permitted.

If the traveler does not want to claim the maximum allowable rates, the reimbursement must state "claiming only".

One person can claim expenses for another person and be reimbursed. They must have proof that they paid the expense in order to be reimbursed.

When combining personal travel with Wallyball (WIN!) business travel, payment will be based on the least expensive and reasonable means of transportation. No overnight lodging will be reimbursed if the traveler's home base is within 60 miles. Exceptions only with justification.

Examples:

- Traveler could rent a car for \$25 per day, but chooses a van for \$50 per day. The traveler would be reimbursed for \$25 per day.
- Traveler could rent a room for \$60 per night, but chooses a room for \$90 per night. The traveler would be reimbursed for \$60 per night.
- Traveler could fly to Fargo, ND for \$175, but decides on a non-stop flight for \$250. The traveler would be reimbursed for \$175.

**Business Purpose**

All Travel Reimbursements/Payments must include a business purpose. The nature of the business needs to be described in detail for each destination. IRS defines purpose as "Business purpose for the expense or the business benefit gained or expected to be gained". Descriptions should give enough information to determine the benefit.

#### Adequate Descriptions:

- Attend Conference
- Attend a board meeting
- Site Visits
- Give a lecture
- Speaker
- Run a Tournament (help run a tournament)
- Other reasons determined by WIN! Executive Committee

#### Meals

Meals will not be reimbursed to the traveler at this time (You have to eat sometime anyways).

#### Other reimbursements

- Bridge/ferry tolls and parking fees
- Airfare/Train/Bus (such as Greyhound)
- Taxi/Limo fares are allowable but must be itemized by date and destination. Tips are not reimbursable on taxi fares.
- Phone calls are an allowable expense. Business calls are unlimited but must be itemized by date and who called. Personal calls are not allowed except one phone call home every other day to check in with family. These phone calls must also be itemized and have to be a reasonable amount and length of time.

#### Other limitations

- If traveler plays in a tournament and also runs or helps run the tournament, their expenses will be paid up to a maximum of 50%. They must be a certified tournament director to run or help run a tournament.
- If traveler plays in a tournament and also attends a business meeting, their expenses will be paid up to a maximum of 50%.

- If traveler travels strictly for WIN!, their expenses will be paid up to a maximum of 100%.
- Receipts will need to be turned in to the Treasurer for reimbursement requests of \$25 or more.