



2022 Move United Junior Nationals Travel Policy Special Events National Support Team

Thank you for your time and expertise to make the 2022 Move United Junior Nationals presented by The Hartford a success! Please note the following Move United guidelines to offset the cost of travel for our National Support Team.

Transportation to and from Junior Nationals

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 \$450 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 the US Olympic and Paralympic Committee (USOPC) regulations, national classifiers will receive the actual ticket value of their airfares.

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

Airport Parking

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

Personal Vehicle Use

For approved 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, currently for 2022 at \$0.585/mile. This mileage allowance covers all auto costs (e.g. gasoline, repairs, insurance, etc.) Miles driven will include round trip mileage to and from the event site - with a maximum of \$450 roundtrip per vehicle (regardless of the number of passengers and/or total mileage driven). Reimbursement requires documented mileage (such as Google Maps or Map Quest) from the support staff's home address/starting point to the event and back to the home address/ending point.

Shuttle/Taxi Service

If an event or hotel shuttle is provided, reimbursement for public, private, or ridesharing transportation or a rental car vehicle will not be provided. If event or hotel shuttle is not provided, event personnel will inform support staff and reimburse appropriately.

Lodging

Lodging at one of the event hotels will be booked for you by Move United for days worked during the event. Lodging will be booked at double occupancy. If you prefer to room alone, you will be expected to pay for half of the room costs. 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 the event hotel room rate for a single room.

Per Diem

Where applicable, per diem will be offered at \$35 per day. Per diem will cover one travel day at the start of the trip, one travel day at the end of the trip, and days worked at the event. Per diem will be given onsite and requires a signature upon receiving. Per diem is meant to cover meals and incidental costs.

Should the individual choose to not accept the per diem, it will be considered a general donation to Move United 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 Move United 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 Competition Manager. Travel costs for personal days beyond the timeframe requested by Move United are not covered by Move United. Extending stays that result in an increase to the cost of airfare or other means of transportation will not be covered by Move United.

All requests for reimbursement should be made on the applicable Move United Reimbursement Request form. Itemized receipts for all expenditures, to include mileage breakdown, airfare receipts, baggage fees, and/or lodging receipts, should be included with the Move United Payment Request Form. Completed reimbursement forms and receipts should be emailed to jcloy@moveunitedsport.org by August 6, 2022. Expenses submitted later than August 23, 2022 will not be reimbursed.

Reimbursement checks will be written and distributed within 30 days of submission. 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 Move United and incomplete forms or missing receipts will delay processing.

Move United reserves the right to designate members of the "approved support staff". Only the approved 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 Director of Competition.