



2022 Move United Junior Nationals Travel Policy

Special Events Local 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 Local Support Team.

Transportation to and from Junior Nationals

Personal Vehicle Use

Local Organizing Committee members in lead roles driving a personal vehicle may request reimbursement for mileage and tolls from the Event Director. The Event Director will have final approval on such requests. 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.) Reimbursement requires documented mileage (such as Google Maps or Map Quest) for the route(s) driven.

Lodging

Lodging at one of the event hotels will be booked for local support team members that live over 60 miles from the event. Local Organizing Committee members in lead roles that live less than 60 miles from the event but work multiple days back-to-back with an early start time and/or late finish time may request lodging from the Event Director. The Event Director will have final approval on such requests. 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

Per diem will be offered to Local Organizing Committee members in lead roles at \$35 per day. Per diem will cover days worked in the lead role 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.

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 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 “Local Organizing Committee Lead Roles”. 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 Event Director.