

## 2023 The Hartford Nationals conducted by Move United Travel Policy National Support Team

Thank you for your time and expertise to make the 2023 The Hartford Nationals conducted by Move United 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 \$600 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. Note: National classifiers will receive the actual ticket value for 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.

#### Mileage

Mileage reimbursement will be at the standard business mileage rate set by the IRS, currently for 2023 at \$0.655/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 \$600 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.

#### Personal Vehicle Use

For approved support staff driving a personal vehicle during the event, mileage and tolls may be submitted for reimbursement. Reimbursement requires documented mileage (such as Google Maps or Map Quest) and toll receipts.

#### 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 event hotel 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 up to \$50 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 a partial rate for days worked at the event (meals provided at the event will be subtracted from per diem on days worked). 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 and depart on the dates requested by event organizers. 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](mailto:jcloy@moveunitedsport.org) by July 29, 2023. Expenses submitted later than August 11, 2023 will not be reimbursed.

Reimbursement checks will be written and distributed within 30 days of submission. 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.