



Member, United States  
Olympic & Paralympic Committee

# PARALYMPIC OPERATIONS DEPARTMENT

Travel Policy

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## 1. TRAVEL ADVANCES

- A. Travel Advance Policy  
The POD will abide by Logan University's (Logan) Travel Advance Policy
- B. Requesting an Advance  
The POD will abide by Logan's Travel Advance Policy
- C. Advance Reconciliation  
The POD will abide by Logan's Travel Advance Policy

## 2. PREFERRED TRAVEL PARTNERS

- A. Use of Preferred Travel Partners  
The POD will abide by Logan's Travel Policies and use Logan's Preferred partners when applicable
- B. Rental Car Partners  
The POD will abide by Logan's Travel Policies and use Logan's Preferred partners when applicable.
- C. Hotel Partners  
The POD will abide by Logan's Travel Policies and use Logan's Preferred partners when applicable

## 3. ADVISORY COUNCIL TRAVEL

- A. Air Travel  
The POD will abide by Logan's Travel Policies
- B. Ground Travel  
The POD will abide by Logan's Travel Policies
- C. Hotel Accommodations  
The POD will abide by Logan's Travel Policies

## 4. ATHLETE/STAFF/TRAVEL

The POD will provide comfortable, but economical, travel arrangements for staff, volunteer staff, and team members in accordance with the budget line items specific of the operations of the sport(s) managed by the POD by which the travel is funded. Eligible team members will be based on appropriate criteria set forth by associated pathway/standards (ex- DAS criteria for athletes, High Performance Coaches pathway). All staff and eligible volunteers will abide by Logan's travel policies.

### A. Air Travel

Air travel for eligible coaches and team members will be arranged by team leader and approved by the Executive Director of the POD. Air travel by other staff will be arranged on a case-by-case basis. All air travel will be coach class. Selection of routing and carriers is the responsibility of the team leader. Carriers, routing and layovers will be utilized to provide the most economical overall trip cost.

If a traveler requests an itinerary that differs from the group, the team leader may at its option purchase for the traveler, with the approval of the Executive Director of the POD the desired

itinerary; however, that individual will be charged for any extra costs associated with the ticket purchase. Also, should an individual request an itinerary change for personal reasons at any point after the original ticket purchase, that individual is responsible for all associated fees and rate variances.

#### B. Ground Travel

Team leaders are responsible for arranging rental vehicles for eligible coaches and team members according to Logan's travel Policies. Ground travel by other staff will be arranged on a case-by-case basis. It is expected that the least expensive car will be booked that is commensurate with the needs of the traveler. When making reservations, team leaders must research various car companies and book whichever offers the lowest rate, or, as applicable, utilize the company with whom Logan has a pre-negotiated contract rate.

When personal vehicles are utilized for POD authorized travel and when allowed per Logan's Travel policies, reimbursements will be issued at a rate determined on an annual basis by the Executive Director of the POD, with consideration given to the current IRS mileage rate (see [www.irs.gov](http://www.irs.gov)).

#### C. Meals/Per Diem

Meals may be reimbursed via per diem allowance or actual meal expense for eligible travelers and events. The Executive Director of the POD can verify which applies for any given trip. The Team leader will be responsible for the per diem allowances (if applicable), including the distribution of the per diem allowance to the appropriate individuals and returning any unused funds to the POD. Before an individual can receive their per diem, they will be required to sign a per diem distribution form which acknowledges receipt of the per diem. The Team leader will be responsible for the per diem distribution form and return it to the Executive Director of the POD at the end of the given trip. Per diem allowance is set at per diem rate for meals determined on an annual basis by the General Services Administration (GSA). The GSA rates for localities within the continental U.S. are available at <http://www.gsa.gov>. Rates for localities outside the continental U.S. are at <http://www.defensetravel.dod.mil> and <http://www.state.gov>. For eligible trips in which meals are included in hotel or other accommodations, per diem will be granted only for the days of actual travel to and from the destination. If meals are not included in hotel or other accommodations, the per diem will be issued for each day the individual is traveling. The daily rate for meal reimbursement must be prorated for partial days as follows: breakfast (20% of per diem), lunch (30% of per diem), dinner (50% of per diem).

Actual meal expenses can be reimbursed via submission of an expense report with receipts attached per Logan's reimbursement policies. Actual expenses will be reimbursed up to the daily per diem rate.

#### D. Lodging

Hotel accommodations for eligible coaches and team members will be booked by team leaders. Hotel accommodations for other staff will be arranged on a case-by-case basis. Economy hotels should be used under normal circumstances and rates between hotels must be compared to find the most economical option available. Allowable lodging expenses

include the cost of the room and applicable tax, and meals within the per diem allowance outlined above.

E. Other Expenses

The POD will abide by Logan's travel reimbursement Policies

## 5. PER DIEM ALLOWANCE PROVIDED BY OTHERS

When a POD traveler travels to a foreign country for meetings of an international federation or similar organization, the sponsoring federation will often provide the staff member a "per diem" – i.e., a cash payment for each day that the staff member is present in that country and attending the meetings, intended to cover certain of the staff member's meal and other incidental expenses while traveling.

The provision of the per diem can raise tax issues for both the staff member of the POD and Logan. In addition, the acceptance of per diems may, in certain circumstances, create the appearance of a conflict of interest for the staff member. This procedure will mitigate these issues, while also providing an efficient means of addressing the permitted use and tax treatment of the per diems.

In the event that a POD staff member:

- A. has received his/her international position or is invited to an international meeting because of the individual's position with the POD or
- B. travels to the international meeting on the POD's time (i.e., the staff does not take time off from the POD to engage in such international activity), such employees shall not retain any per diems provided by an international federation for their own, personal use. Instead, these amounts shall, immediately upon receipt by the staff member, be the sole property of the POD and Logan. Thus, when a staff member receives a per diem, he or she shall immediately turn the cash payment over to the POD. If the Executive Director of the POD in consultation with Logan's Controller subsequently determines that the employee might, for business purposes, need an amount of cash equal to all or a portion of the per diem while working in the foreign country, the POD will advance that amount of funds to the employee prior to his or her trip. In the event that the employee does not receive the per diem until he or she is already in the foreign country, the employee will be deemed to have turned over to the POD the full amount of the per diem, after which the POD will be deemed to have advanced the full amount of the per diem to the employee to be used for business purposes. In either event, employees may expend the advanced funds solely for purposes of furthering the POD's business. Employees must substantiate every expenditure of these funds in accordance with existing POD expense reimbursement policies. Proper substantiation will include the amount, date, location, and business purpose of the expense, as well as a list of any other individuals present at the time of the expense (e.g., guests who attended a dinner).

Amounts that are not properly substantiated will be treated as taxable income to the employee and will be included in the employee's annual W-2 wages, subject to income and employment tax withholding and reporting (or comparable treatment for individuals who are not employees). Likewise, any advanced funds that are not expended in the foreign country for business purposes must be returned to the POD promptly upon the employee's return to the United States. Amounts that are not so returned will also be treated as W-2 wages (or comparably). Any amounts expended by the employee in the foreign country in excess of the advanced funds will be reimbursed only pursuant to the POD's normal reimbursement policy. Failure to properly substantiate and account for advanced funds shall constitute a violation of this policy. With regard to employees of the POD, such failure may result in disciplinary action up to and including termination.

The foregoing policy does not apply to travelers who have obtained their international position independent of their work with the POD (i.e., the position was obtained prior to joining the POD or through efforts of the individual not driven by the POD and who attend such international meetings on their own personal time, rather than as part of their POD work.)

## 6. REQUIRED DOCUMENTATION

The POD will abide by Logan's Travel Policies and documentation requirements

## APPENDIX A

### Per Diem Distribution Form

Team Leader: \_\_\_\_\_

Event/Trip Dates: \_\_\_\_\_

Program: \_\_\_\_\_

Calculation of per diem:    Breakfast    \$ \_\_\_\_\_ x \_\_\_\_\_ days = \_\_\_\_\_  
   Lunch            \$ \_\_\_\_\_ x \_\_\_\_\_ days = \_\_\_\_\_  
   Dinner        \$ \_\_\_\_\_ x \_\_\_\_\_ days = \_\_\_\_\_

Name of Individual	Amount of Per Diem	Signature