

Appendix D. Travel Reimbursement Policy

Excluding the specific situations below, all travel or mileage reimbursement must be approved beforehand by the Commissioner of GLASA.

Please keep in mind that we are a non-profit organization so please try to always make travel arrangements that are reasonable in price for the situation. The GLASA Board reserves the right to deny all or part of a reimbursement.

NAGAAA Summer / Winter Meetings / World Series:

1. The Summer Meeting will be attended by the Commissioner, Assistant Commissioner and 1 other Board Member to be determined each year. This travel policy will extend to anyone who goes in place of the Commissioner or Assistant Commissioner.
2. Transportation – The following items will be reimbursed:
 - a. Airfare OR mileage if driven. Mileage is reimbursed at the half-way point between the IRS rate for charitable mileage and the IRS rate for business mileage. These rates may be accessed at <https://www.irs.gov/tax-professionals/standard-mileage-rates>
 - b. Transportation to and from the airport OR parking
 - c. Three (3) nights at the host hotel
 1. The Commissioner may submit a reimbursement of up to 9 nights for his hotel at the World Series.
 2. Per Diem for 3 days will be allotted to each attendee. Per Diem is set by the GSA and changes by city and can be found at the following website. When you search the city you're traveling to you are looking for the M&IE rate (Meals & Incidental Expense). <https://www.gsa.gov/travel/plan-book/per-diem-rates>
3. The Winter Meeting will be attended by the Commissioner and Assistant Commissioner. This travel policy will extend to anyone who goes in place of the Commissioner or Assistant Commissioner.
4. Transportation – The following items will be reimbursed:
 - a. Airfare OR mileage if driven (reimbursed at the half-way point between the IRS rate for charitable mileage and the IRS rate for business mileage. These rates may be accessed at <https://www.irs.gov/tax-professionals/standard-mileage-rates>
 - b. Transportation to and from the airport OR parking
 - c. Three (3) nights at the host hotel

Per Diem for 3 days will be allotted to each attendee. See Section 1.c. above for details.

Sin City Classic:

1. The Sin City Budget will be created with line items for Pre-Tournament Director Travel, During-Post Director Travel, and NAGAAA / World Series. This budget can cover the costs for multiple people and multiple trips.
2. Umpires will have the following costs covered:
 - a. Hotels will be covered by the League for Fri-Sat-Sun of the Tournament Weekend and must be 2 per room.
 - b. \$10 Per Diem will be paid for meals for each day the Umpire works games.
 - c. The UIC will have the following costs covered:
 1. Airfare OR mileage if driven (reimbursed at the half-way point between the IRS rate for

charitable mileage and the IRS rate for business mileage. These rates may be accessed at <https://www.irs.gov/tax-professionals/standard-mileage-rates>)

2. Car rental if necessary, up to a maximum daily amount as determined from year to year. Only standard economy rates will be reimbursed. No upgrades nor add-ons will be reimbursed. Cars should be reserved at least 60 days in advance whenever possible.
3. Field Reps will have the following costs covered:
 - a. Airfare OR mileage if driven (reimbursed at the IRS rate for charitable mileage)
 - b. Per Diem for 3 days. See section 2.c.2 above for details.
 - c. Hotel costs will be covered for Thurs-Sun of the Tournament Weekend.
 - d. Car Rental if necessary, up to a maximum daily amount as determined from year to year. Only standard economy rates will be reimbursed. No upgrades nor add-ons will be reimbursed. Cars should be reserved at least 60 days in advance whenever possible.
4. Committee Members (Non-Field Reps) will have the following costs covered while working the event:
 - a. Per Diem up to 3 days. See Section 2.c.2 above for details.
 - b. Hotel costs will be covered for up to 4 nights of the Tournament Weekend. The number of nights will be determined by the Committee Chair.
 - c. Car Rental if necessary, up to a maximum daily amount as determined from year to year. Only standard economy rates will be reimbursed. No upgrades nor add-ons will be reimbursed. Cars should be reserved at least 60 days in advance whenever possible.