

## **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. 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.
2. The following items will be reimbursed:
  - a. Airfare OR mileage (if driving) to the city where the meetings are taking place. 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 airport parking
  - c. Hotel accommodations at the host hotel (or a lower cost option) and per diem
    1. The Commissioner may submit a reimbursement of up to 9 nights for hotel accommodations at the World Series.
    2. All others may submit a reimbursement for 3 nights for hotel accommodations.
    3. 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 <https://www.gsa.gov/travel/plan-book/per-diem-rates>. When you search the city you're traveling to you are looking for the M&IE rate (Meals & Incidental Expense).

### **Sin City Classic:**

1. The Sin City Classic Budget will be created with line items for Director Travel. This budget can cover the costs for multiple people and multiple trips. A second line item for Staff Travel and Lodging will be used for all travel during the event as outlined below.
2. Umpires will have the following costs covered:
  - a. Hotel accommodations will be covered by the League beginning the night before their first scheduled workday and ending the night of their last scheduled workday. Umpires will share a room with another umpire.
  - 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. Mileage may be reimbursed in lieu of car rental, as approved by the Sin City Classic

Executive Committee Chair.

3. Field Reps will have the following costs covered:
  - 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. Per Diem for each day worked (this includes on prep day in addition to each day worked at the fields). Per Diem is set by the GSA and changes by city and can be found at the following website <https://www.gsa.gov/travel/plan-book/per-diem-rates>. When you search the city you're traveling to you are looking for the M&IE rate (Meals & Incidental Expense).
  - c. Hotel accommodations will be covered beginning the night before their first scheduled workday and ending the night of their last scheduled workday.
  - 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. For rental cars, the cost of gasoline for travel to and from the softball fields will also be reimbursed.
  - e. Mileage may be reimbursed in lieu of car rental, as approved by the Sin City Classic Executive Committee Chair.
  
4. Sin City Classic Executive Committee Members will have the following costs covered during the event:
  - 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. Per diem for days working the event. Per Diem is set by the GSA and changes by city and can be found at the following website <https://www.gsa.gov/travel/plan-book/per-diem-rates>. When you search the city you're traveling to you are looking for the M&IE rate (Meals & Incidental Expense).
  - c. Hotel accommodations will be covered during the event.
  - 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.
  - e. Mileage may be reimbursed in lieu of car rental, as approved by the Sin City Classic Executive Committee Chair.
  
5. Sin City Classic Festival Committee Members (other than field reps) will have the following costs covered:
  - a. Per Diem for each day worked, if approved by the Executive Director. Per Diem is set by the GSA and changes by city and can be found at the following website <https://www.gsa.gov/travel/plan-book/per-diem-rates>. When you search the city you're traveling to you are looking for the M&IE rate (Meals & Incidental Expense).
  - b. Hotel accommodations will be covered during the event. The number of nights will be determined by the Executive Committee Chair.