

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.
 - a. Transportation – The following items will be reimbursed:
 - i. Airfare OR mileage if driven (reimbursed at the IRS rate for charitable mileage)
 - ii. Transportation to and from the airport OR parking
 - iii. 3 nights at the host hotel
 - b. The Commissioner may submit a reimbursement of up to 9 nights for his hotel at the World Series.
 - c. 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>

2. 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.
 - a. Transportation – The following items will be reimbursed:
 - i. Airfare OR mileage if driven (reimbursed at the IRS rate for charitable mileage)
 - ii. Transportation to and from the airport OR parking
 - iii. 3 nights at the host hotel
 - b. Per Diem for 3 days will be allotted to each attendee. See Section 1.c. above for details.
3. Per Diem shall be paid to anyone other than the Commissioner on days they serve on the Protest Committee at the World Series.

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

- a. Hotels will be covered by the League for Fri-Sat-Sun of the Tournament Weekend and must be 3 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:
 - i. Airfare OR mileage if driven (reimbursed at the IRS rate for charitable mileage)
 - ii. Car rental if necessary

3. Field Reps

- a. Field Reps will have the following costs covered:
 - i. Airfare OR mileage if driven (reimbursed at the IRS rate for charitable mileage)
 - ii. Per Diem for 3 days. See Appendix A regarding Per Diem.
 - iii. Hotel costs will be covered for Thurs-Sun of the Tournament Weekend.
 - iv. Car Rental if necessary

4. Committee Members (Non-Field Reps)

- a. Committee Members will have the following costs covered while working the event:
 - i. Per Diem up to 3 days. See Section 1.c. above for details.
 - ii. Hotel costs will be covered for Thurs-Sun of the Tournament Weekend.
 - iii. Car Rental if necessary