

U.S. Figure Skating is a Colorado nonprofit corporation with its mission to provide programs to encourage participation and achievement in the sport of figure skating. This Travel and Expense Policy aims to ensure that travel expenses are managed efficiently and cost-effectively while maintaining fairness and consistency for all Travelers.

## 1.0 DEFINITIONS

- 1.1 **Accompanying Person** – anyone who is traveling with a Traveler who is not traveling on behalf of U.S. Figure Skating, including chaperones, parents, guardians, spouses, significant others, etc.
- 1.2 **Certificate** – a donation U.S. Figure Skating receives from an airline that can be used toward purchasing airline tickets.
- 1.3 **Restrictive Fare** – Restrictive fares are defined as a category below regular, main or economy class that place restrictions on the traveler. These restrictions may include: no ability to pre-assign seats, bring a full-size carry on, make changes to flight or earn miles, etc. For domestic flights, these restrictive fares are often called, “Basic Economy” or “Saver Fare”. For international flights, these restrictive fares are often called, “Light,” “Economy Light,” or “Basic.”
- 1.4 **Confirmed Ticket** – a ticket that has been issued such that nothing further needs to be done with the ticket.
- 1.5 **Chief Executive Officer** – responsible for the overall operation of U.S. Figure Skating in coordination with the Board of Directors.
- 1.6 **Headquarters Staff** – any person who is employed or contracted by U.S. Figure Skating.
- 1.7 **Hosting Organization** – any organization responsible for the conduct of a U.S. Figure Skating-sanctioned event other than U.S. Figure Skating itself, e.g. local organizing committees (LOCs), member clubs, etc.
- 1.8 **Per Diem or Meal Allowance** – an allowance for daily expenses for meals not already provided while a Traveler is traveling on behalf of U.S. Figure Skating.
- 1.9 **Chief Financial Officer** – responsible for the financial operations of U.S. Figure Skating in coordination with the Chief Executive Officer.
- 1.10 **Team Leader** – a Team Member chosen by the Selections Committee to provide support for the U.S. Team at an international competition.
- 1.11 **Team Member** – any person who is a part of the official delegation traveling to a U.S. Figure Skating authorized event.
- 1.12 **Travel Planner** – the travel manager who implements the U.S. Figure Skating travel program.
- 1.13 **Traveler** – anyone traveling on behalf of U.S. Figure Skating (sections 3 through 12) or a Hosting Organization (sections 13 and 14).
- 1.14 **U.S. Teams Planner** – the U.S. Teams coordinator/manager who provides operational support for members of the U.S. Figure Skating Team Envelope and those selected to international competitions.
- 1.15 **Volunteer** – any person other than paid Headquarters Staff who is traveling on U.S. Figure Skating’s business but not furthering his/her personal skating career while doing so. Examples of furthering one’s career would be a skater or coach traveling to a competition or sports camp. On the other hand, an athlete or coach traveling to the Board of Directors’, or a committee meeting would be considered a Volunteer and would be treated as such.

**2.0 GENERAL PRINCIPLES**

- 2.1 Everyone traveling on behalf of U.S. Figure Skating is expected to take advantage of the lowest economy airfare available, excluding Restrictive Fares, (see item 1.3 in definitions) regardless of airline, and, if required or requested, use a Certificate.
- 2.2 U.S. Figure Skating will try, where possible, to accommodate a Traveler's desire to earn frequent flyer miles; however, frequent flyer miles are not guaranteed for any travel.
- 2.3 Sections 3-12 of this policy apply to everyone traveling on behalf of U.S. Figure Skating. Upon accepting to serve as an official, athlete, coach, etc., on behalf of U.S. Figure Skating, each Traveler agrees to abide by U.S. Figure Skating's Travel and Expense Policy. Refusal to do so may result in removal from the official list of Travelers.
- 2.4 Any exceptions to the Travel and Expense Policy, when traveling on behalf of U.S. Figure Skating, before or after ticketing, must be approved by the Chief Executive Officer or Chief Financial Officer.
- 2.5 Per U.S. Figure Skating General Rule (GR) 5.02, reimbursement by a Hosting Organization for air or ground transportation, room and meal expenses actually incurred by a Traveler in connection with a Regional Challenge, Sectional Challenge, Sectional Final, U.S. Final, Synchronized Sectional, Adult Sectional, U.S. Synchronized, U.S. Adult or U.S. Collegiate Championships will be made in accordance with section 13 of this Travel and Expense Policy.
- 2.6 Per U.S. Figure Skating General Rule (GR) 5.02, reimbursement by a Hosting Organization for air or ground transportation, room and meal expenses actually incurred by a Traveler in connection with ice shows, exhibition, nonqualifying competition or test session will be made in accordance with section 13 of this Travel and Expense Policy.
- 2.7 All travel must be in accordance with U.S. Figure Skating's current SkateSafe Handbook. For more information, please visit: <http://www.usfigureskating.org/skatesafe>.

**3.0 TRAVEL AUTHORIZATION AND NOTIFICATION**

- 3.1 The appropriate Headquarters Staff must provide approved lists of those traveling on U.S. Figure Skating business to the Travel Planner before any travel arrangements are made.
  - 3.1.1 International team travel will be coordinated by the Athlete High Performance Department in conjunction with the International Committee chair. The U.S. Teams Planner will provide lists of all those traveling to international events. This includes international competitions held within the United States where the International Committee has selected skaters (i.e. Skate America).
  - 3.1.2 The appropriate Headquarters Staff will provide lists of those traveling to the Board of Directors and Governing Council meetings.
  - 3.1.3 The appropriate Headquarters Staff will provide lists of those selected for domestic and international competitions by the Selections and Competitions Committees, those participating in committee and/or task force meetings, and those traveling to approved programs, camps and clinics.
  - 3.1.4 All Headquarters Staff travel must be pre-approved by the Chief Executive Officer or the Chief Financial Officer.
- 3.2 Notification of travel to the Travel Planner from the appropriate Headquarters Staff will be made no less than 30 days prior to the intended departure date, if applicable.

**4.0 TRAVEL EXPENSES**

- 4.1 U.S. Figure Skating will cover the following costs for each Traveler:
  - 4.1.1 The lowest economy airfare available, excluding Restrictive Fares (see item 1.3 in definitions), provided the Traveler followed the Travel Arrangement procedures (see section 5);
    - 4.1.1.1 U.S. Figure Skating does not purchase First or Business class tickets.
  - 4.1.2 Any fare increases and change fees incurred to modify a confirmed itinerary at the request of U.S. Figure Skating;
  - 4.1.3 Approved meal, hotel and other necessary expenses (see section 11) for the duration of time that the Traveler is required to travel on behalf of U.S. Figure Skating.
- 4.2 Each Traveler will cover the following costs:
  - 4.2.1 Any travel arrangements NOT made through the Travel Planner;
  - 4.2.2 The difference between the lowest economy airfare, excluding Restrictive Fares (see item 1.3 in definitions), found by the Travel Planner and the flight the Traveler would prefer, if the latter is more expensive. This includes the difference in cost:
    - 4.2.2.1 to upgrade to a higher class of service,
    - 4.2.2.2 for the ability to acquire frequent flyer miles, or
    - 4.2.2.3 to accommodate any other special requests made by the Traveler;
  - 4.2.3 The difference between the cost of an economy ticket and an upgradable ticket should a Traveler want a ticket that can be upgraded with miles;
    - 4.2.3.1 If the international portion of a trip is more than five hours, a Traveler may request a ticket that is capable of being upgraded to a higher class of service using miles or certificates. U.S. Figure Skating will pay up to an additional 25 percent of the lowest economy airfare available toward the upgradable ticket, not to exceed the budgeted amount per person for the event. The Traveler will be responsible for additional costs. For example, if the budgeted amount for an event is \$1,300, the lowest fare is \$1,000, and an upgradeable ticket costs \$1,500, U.S. Figure Skating would pay \$1,250 toward the cost of the upgradeable ticket. The Traveler would be responsible for \$250. The calculation is as follows: 25 percent of \$1,000 is \$250; \$1,000 plus \$250 is \$1,250 (amount to be paid by U.S. Figure Skating); \$1,250 is applied towards \$1,500 (upgradeable ticket cost); \$1,500 minus \$1,250 is \$250 (difference to be paid by the Traveler).
    - 4.2.3.2 If the ticket is being paid for by a foreign Local Organizing Committee, U.S. Figure Skating will not purchase an upgradeable ticket.
  - 4.2.4 Any fare increases and change fees to change a confirmed itinerary if the request to change came from the Traveler;
  - 4.2.5 Travelers will not be reimbursed for tickets purchased using frequent flier miles.
  - 4.2.6 Meal, hotel and other expenses for any days the Traveler is traveling before and/or after the days required to travel on behalf of U.S. Figure Skating.
  - 4.2.7 Any increased costs incurred by U.S. Figure Skating if the Traveler wants to travel with an Accompanying Person.

- 4.2.8 An administrative fee for the increased costs incurred by U.S. Figure Skating for subsections 4.2.2 through 4.2.8. The Travel Planner will advise of such fees before issuing any tickets.
- 4.3 If a flight purchased by U.S. Figure Skating is going to incur any additional costs as outlined in section 4.2, the U.S. Figure Skating Travel Planner must inform the Traveler of the extra cost, and the Traveler must provide a credit card to the Travel Planner before any tickets will be issued.
- 4.4 Any voucher issued as a partial or complete refund of an airline ticket paid for by U.S. Figure Skating, is deemed the property of U.S. Figure Skating and must be disclosed to the Travel Planner.
- 4.5 If a coach has less than three skaters/teams traveling to the same competition, U. S. Figure Skating will cover the appropriate expenses of one coach. If the skaters/teams would like to take a second coach, the skater or team that makes the request will be responsible for the secondary coach's expenses. This includes all competitions except ISU Championships (Worlds, Junior Worlds, Four Continents), the Junior Grand Prix and Grand Prix Finals.
- 4.6 If a Traveler drives to an event in lieu of flying, U.S. Figure Skating will reimburse the round-trip mileage from the Traveler's home address to the event plus daily, onsite hotel parking expenses (lowest rate) actually incurred, subject to the following: mileage will be calculated using the IRS mileage reimbursement rate in place at the time of the event; and the total reimbursement (mileage and parking) may not exceed the amount an airline ticket would have cost had one been purchased by U.S. Figure Skating using the guidelines in this Travel and Expense Policy, unless approved in advance by the Chief Executive Officer or Chief Financial Officer. COVID-19, or any like Global Health Emergency – Travelers will be allowed to drive their car or a rental car as they desire to allow for safety during this time and be reimbursed to actual cost based on the mileage policy as long as Traveler receives prior approval by U.S. Figure Skating. U.S. Figure Skating reserves the right to cap actual mileage if it exceeds the cost of a round-trip airline ticket.
- 4.7 If a Traveler is attending an event (competition, camp, etc.) on behalf of another entity (e.g. country, person, organization, etc.) in addition to U.S. Figure Skating, in most cases the Traveler's expenses will be divided between all entities. For example, if a Traveler is attending the U.S. Figure Skating Championships as a coach of a competitor and a participant at a U.S. Figure Skating meeting, then U.S. Figure Skating will pay up to 50 percent of the airfare and up to 50 percent of the hotel and other covered daily expenses for the days the Traveler is at the competition on behalf of both entities as well as the full hotel and other covered daily expenses for any days in which the Traveler is in attendance only on behalf of U.S. Figure Skating. The remaining expenses will be the responsibility of the coach and/or coach's competitor.
- 4.7.1 There may be situations where U.S. Figure Skating decides to hold a meeting at an event where the Travelers will already be in attendance on behalf of other entities with the express purpose of saving money. In such situations, U.S. Figure Skating might not pay any of the Traveler's expenses except those which the Traveler would not have otherwise incurred that are allowed within this Travel and Expense Policy. The travel and expense policies for such meetings will be clearly explained to all participants in advance of travel arrangements being made.

**5.0 TRAVEL ARRANGEMENTS**

- 5.1 The Travel Planner will search for the lowest economy airfare, excluding Restrictive Fares (see item 1.3 in definitions), regardless of airline; however, the Travel Planner will make every effort to take each Traveler's requests into consideration.
- 5.2 All domestic and international tickets purchased will be in economy class unless prior travel arrangements are made to use the Traveler's miles to upgrade and the Traveler pays any applicable difference in fare (see sections 4 and 8) or the Traveler pays the difference between economy and a higher class of service.
- 5.3 For international team travel, the U.S. Teams Planner will contact each Traveler about his/her travel schedule no less than 60 days prior to travel or within seven days after selection. For all other travel, the appropriate Headquarters Staff will contact each Traveler about his/her travel schedule as soon as possible after the travel details (location, travel dates, etc.) are known.
- 5.4 Per section 3, no traveler should contact the Travel Planner to make travel arrangements until the appropriate Headquarters Staff has provided the Travel Planner with the appropriate list and notified the Travelers that it is acceptable to begin making travel arrangements through the Travel Planner.
- 5.5 Travelers may research flights and submit requests; however, all travel arrangements must be approved by the Travel Planner in advance of being purchased. Travel arrangements made through the Travel Planner will be paid by U. S. Figure Skating according to section 4 of this Travel and Expense Policy.
- 5.6 Travelers will be booked roundtrip from their home/training city to the competition and back to the same city, unless Traveler specifies otherwise (see section 4.2.2).
- 5.7 When traveling to an international event, in most cases, athletes are required to depart at least two days before the start of their first official practice day.
- 5.8 When traveling to an event, Team Leaders are required to schedule their arrival at least 30 minutes before the arrival of the first team member who arrives on the official arrival day and depart when or after the last team member leaves on the official departure day, unless alternate travel arrangements are approved by Headquarters Staff in advance.
- 5.9 All judges traveling to international competitions may be required to attend a post-event meeting. This should be determined before a ticket is confirmed. If changes are made after a ticket has been confirmed, the Traveler is responsible for any change fees.
- 5.10 Coaches are required to notify U.S. Figure Skating when they have athletes from other federations attending the same international competition, in order to calculate the appropriate expenses.
- 5.11 The Traveler is responsible for notifying the Travel Planner of any errors within 24 hours of receiving their confirmed itinerary. If the Travel Planner is not available, Travelers should contact the Travel Planner's designee or appropriate Headquarters Staff contact for the event/program/meeting.



**6.0 CANCELLATIONS**

- 6.1 All airline tickets are non-transferable, and most tickets issued are also non-refundable.
- 6.2 In the event that illness, injury or death of an immediate family member prevents an individual from attending an event, a physician's letter stating the condition necessitating cancellation must be submitted to the Travel Planner in order to apply for a refund. If the physician's letter is not returned to U.S. Figure Skating within 30 days of notification, the Traveler will be charged for the full price of the ticket.
- 6.3 If a Traveler requests their ticket to be cancelled for any reason other than injury, illness or death of an immediate family member, the Traveler may be charged for the ticket. Travelers must contact the Travel Planner immediately so that inquiries can be made about reusing the ticket. If U.S. Figure Skating is able to reuse the ticket within one year, the Traveler will only be responsible for the change fees.
- 6.4 If an athlete retires from competitive skating, the athlete will be responsible for the expense of any unused ticket(s) purchased due to the athlete's involvement with an event (i.e. ticket for athlete, coach, etc.). In addition, if an athlete changes coaches after a ticket has been purchased for the former coach, the athlete will be responsible for the ticket expense of the former coach. Any added expenses due to late changes or lack of space in economy for the new coach's ticket will be the athlete's or new coach's responsibility.
- 6.5 If an airline cancels their flight due to weather or air traffic control (ATC), U.S. Figure Skating will cover the expenses (hotel, flight change, meal) of travelers travelling to an event on the behalf of U. S. Figure Skating. Flight cancellations, not due to weather, ATC, or any other unforeseen circumstance beyond the airline's control will be the airline's responsibility to cover additional expenses. Always contact the airline representative first, if the airline is unwilling to assist, then contact the travel planner.

**7.0 CERTIFICATES**

- 7.1 When a ticket cost exceeds the budgeted amount or other circumstances warrant it, the Travel Planner may use a Certificate. The Chief Financial Officer may adjust the budgeted amount at any time.
- 7.2 By airline policy:
  - 7.2.1 Frequent flyer miles may not accrue when a ticket is purchased using a Certificate. The Travel Planner will advise, prior to ticketing, any other restrictions or policies with such usage.
  - 7.2.2 Tickets purchased using a Certificate are not upgradeable to a higher class of service.
  - 7.2.3 Travelers can only travel on the airline that has issued the Certificate.
- 7.3 Certificates will be used in the following order of priority:
  - 7.3.1 Headquarters Staff traveling on behalf of U.S. Figure Skating.
  - 7.3.2 International events (i.e. Skate America) paid by U.S. Figure Skating for non-U.S. Figure Skating athletes and officials.
  - 7.3.3 Coaches traveling to a U.S. Figure Skating authorized event which promotes their careers. These may include sports camps, competitions, etc.
  - 7.3.4 Volunteers traveling on behalf of U.S. Figure Skating.
  - 7.3.5 Athletes traveling to a U.S. Figure Skating authorized event which promotes their careers. These may include sports camps, competitions, etc.

- 7.4 The Travel Planner will report monthly to the Chief Financial Officer on the use of Certificates.

## **8.0 ACCOMODATIONS**

- 8.1 All hotel arrangements, if required, will be made through U. S. Figure Skating's Travel Planner.
- 8.2 Travelers who are travelling on the behalf of U.S. Figure Skating will be required to take advantage of the lowest hotel cost of a three star or higher hotel regardless of brand.
- 8.3 The Travel Planner will take into consideration the Traveler's hotel preference when making hotel arrangements.
- 8.4 Travelers are required to tell the Travel Planner the location of their meeting or event in order to be booked at a hotel in the vicinity.
- 8.5 If the Traveler chooses to extend their stay for personal reasons or have additional guest(s) in the room, the Traveler will be responsible for any additional costs.
- 8.6 U.S. Figure Skating will cover the cost of room and taxes incurred during the Traveler's authorized stay. The Traveler will be responsible for any incidentals.
- 8.7 All hotel arrangements will be made in accordance with SkateSafe.
- 8.8 For Team USA's hotel policy please click [HERE](#).

## **9.0 MEALS AND INCIDENTAL EXPENSES**

- 9.1 Per diem allowances for meals and incidental expenses (M&IE) may be provided to approved Travelers up to the maximum U.S. General Services Administration (GSA) per diem rate based on the location of the event.
- 9.1.1 On the first and last days of travel, Travelers may be provided up to 75% of the GSA per diem rate.
- 9.1.2 The applicable GSA per diem rates shall be determined by the Travel Planner.
- 9.2 If meals are provided on-site to Travelers, the per diem amount for those meals will be deducted from the total per diem allowance.
- 9.3 If advance per diem was provided, meals cannot be expensed.

## **10.0 BAGGAGE FEES**

- 10.1 U.S. Figure Skating will reimburse Travelers who are traveling to a U.S. Figure Skating authorized event the amount that is paid to the airlines for bags checked under the following conditions:
- 10.1.1 Travel is within the United States, Puerto Rico, Canada and in some cases Mexico.
- 10.1.2 Travel is in economy class of service.
- 10.1.3 U.S. Figure Skating will reimburse for the first bag checked when the assignment is three nights or more.
- 10.1.4 U.S. Figure Skating will reimburse for the first and second bags checked when the assignment is five nights or more.
- 10.1.5 U.S. Figure Skating, in general, does not reimburse for excess baggage; however, if more than two bags will be checked, reimbursement will require prior approval from the Chief Financial Officer.
- 10.1.6 U.S. Figure Skating will not reimburse for overweight or oversize luggage.

10.1.7 A receipt is required for all baggage reimbursements.

U.S. Figure Skating encourages all travelers to carry on their luggage whenever possible in order to keep within the approved budget for each event.

## **11.0 OTHER EXPENSES**

- 11.1 U.S. Figure Skating will reimburse Travelers for reasonable expenses incurred during official travel to U.S. Figure Skating authorized events.
- 11.2 U.S. Figure Skating will pay for Team Members' miscellaneous items required for travel such as visas and inoculations. This will be covered only if required for the entire delegation. Any other item(s) will require prior approval by the Chief Financial Officer.
- 11.3 Travelers must use the most economical and reasonable transportation method to reach the departure airport and select the most cost-effective parking option when applicable. This includes:
  - 11.3.1 Economy Parking: Travelers are required to use economy parking lots if they are within a reasonable distance (typically within 2 miles) from the airport terminal.
  - 11.3.2 Alternative Options: When economy lots are not available within this distance, Travelers should consider using airport shuttles, ride share services, or mass transit when these options are less expensive than parking. Travelers should also consider carpooling with other Travelers to reduce costs.
- 11.4 For Travelers driving to an event, daily onsite hotel parking expenses (at the lowest available rate) actually incurred will be reimbursed in combination with mileage as noted in paragraph 4.6.
- 11.5 Ground transportation such as ride shares, trains, and rental cars, used for an event, must be approved in advance. Rental vehicles must be returned with a full tank of fuel to avoid additional refueling charges assessed by rental agencies.
  - 11.5.1 Travelers are responsible for all costs associated with non-business transportation, including but not limited to ride shares, taxis, or other transportation used for personal convenience, dining, entertainment, or other discretionary purposes not directly required for the business travel itinerary.
- 11.6 Events organized by U.S. Figure Skating may be subject to specific limits for these costs. Such limits will be communicated to Travelers by U.S. Figure Skating in advance of travel.
- 11.7 Other expenses beyond those specified in this policy will not be reimbursed unless approved in advance of travel by the Chief Executive Officer or Chief Financial Officer.

## **12.0 REQUESTING REIMBURSEMENT FOR EXPENSES**

- 12.1 Reimbursement requests for all approved travel expenses, not including airline tickets or other expenses paid in advance, must be submitted no later than 30 days after the event.
- 12.2 Receipts are required for all expense reimbursements. All receipts must clearly show: (a) the date of the expense, (b) the total amount paid, (c) the vendor or service provider, (d) description of goods or services purchased, and (e) for transportation expenses, the starting and ending locations of travel.
- 12.3 In exceptional circumstances where receipts are unavailable, Travelers must provide written documentation including date, amount, location, and business purpose.



### **13.0 TRAVEL EXPENSE GUIDANCE FOR THIRD-PARTY ORGANIZATIONS HOSTING U.S. FIGURE SKATING SANCTIONED EVENTS**

- 13.1 For U.S. Figure Skating sanctioned events hosted by third parties, Hosting Organizations should reimburse Travelers for reasonable expenses incurred during official travel to and from authorized events. Travel arrangements typically include coverage of the following costs:
- 13.1.1 The lowest economy airfare available, excluding Restrictive Fares (see item 1.3 in definitions);
    - 13.1.1.1 If a Traveler requests their ticket to be cancelled for any reason other than injury, illness or death of an immediate family member, the Traveler will be responsible for reimbursing the Hosting Organization for the full cost of the ticket.
    - 13.1.1.2 Requests for additional guests are the responsibility of the Traveler.
  - 13.1.2 Any fare increases and fees resulting from itinerary changes requested by the Hosting Organization;
  - 13.1.3 Approved meal, hotel and other necessary expenses for the duration of time that the Traveler is required to travel on behalf of the Hosting Organization.
    - 13.1.3.1 Travelers must use the most economical and reasonable transportation method to reach the departure airport and select the most cost-effective parking option when applicable.
    - 13.1.3.2 Hosting Organizations have the authority to establish their own per diem rates up to the maximum GSA per diem rate based on the location of the event. Additional meal reimbursement is limited to meals not covered by per diem or provided meals. To access the GSA per diem rates please click [HERE](#). All meal reimbursements require receipts.
    - 13.1.3.3 If a Traveler is driving in lieu of flying, departure and arrival times will be based on the times the Hosting Organization needs the Traveler to arrive at and depart from the event, and the time it takes to drive between the two locations.
  - 13.1.4 Receipts are required for all expense reimbursements. In exceptional circumstances where receipts are unavailable, Travelers must provide written documentation including date, amount, location, and business purpose.
  - 13.1.5 Travel is based upon the dates as determined by the chief referee and Hosting Organization and listed in the officials' schedule 104. These dates have been provided by the chief referee and will be confirmed against the airline travel form. If a Traveler is requesting to arrive early or depart later than the dates listed in the 104, any additional housing or other costs will be charged to the Traveler.
  - 13.1.6 Per U.S. Figure Skating Rule 2150, reimbursement to authorized Travelers must be made as soon as possible, but no later than 14 days following the submission of their expense to the Hosting Organization. Hosting Organizations are not required to reimburse Travelers on site of an event.
  - 13.1.7 Except for highly unusual circumstances, there will not be any additional allowances for any additional expenses not detailed in this policy. Any exceptions must be approved in advance of travel by the Hosting Organization.