

# SARPY COUNTY SWIM CLUB TRAVEL REIMBURSEMENT FORM

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Itinerary

Name: \_\_\_\_\_

From: \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

To: \_\_\_\_\_

\_\_\_\_\_

Date and Time of Departure: \_\_\_\_\_

Actual Meet or Meeting Dates: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date and Time of Return: \_\_\_\_\_

## Trip Expense

Registration Fee: \_\_\_\_\_ \$ \_\_\_\_\_

Air: \_\_\_\_\_ \$ \_\_\_\_\_

Mileage: \_\_\_\_\_ \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ \$ \_\_\_\_\_

Meals: \_\_\_\_\_ \$ \_\_\_\_\_

Other Miscellaneous Expenses (Specify)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total: \$ \_\_\_\_\_

Approvals are made in advance and in accordance with travel policies and procedures as amended unless specific additional requests are noted and approved on this application.

Per Diem rates are posted on <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Forward to accounts payable through the SCSC Bookkeeper to be submitted within 60 days of expense.

I certify that these expenses are correct

Traveler's Signature/Date: \_\_\_\_\_

*Include original receipts for reimbursement as need per travel policy.*

Date Received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved by \_\_\_\_\_

Head Coach/Chairperson

## SARPY COUNTY SWIM CLUB TRAVEL REIMBURSEMENT POLICY

A. It is the policy of Sarpy County Swim Club to provide reimbursement for employees and volunteers for preapproved travel related expenses, including transportation, hotels, and food. These expenses must be reasonable and necessary, as well as job-related, and must be preapproved by the Head Coach.

B. Sarpy County Swim Club will only reimburse for preapproved travel related expenses when the employee provides documentation of the expense with required receipts from purchases or other verifiable documentation. No receipt is required for meals less than \$75. Alcohol is not reimbursable. Lodging and Meals & Incidentals (M&I) should not exceed daily GSA per diem rates unless preapproved by Head Coach or Chairperson. [Per Diem Rates | GSA](#) If a city is not listed, check the county within which the city is located, and this will be the per diem rate.

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Mileage will be reimbursed at the current IRS standard mileage rate. Primary insurance for employees who use their personal vehicles for business purposes shall be through their own personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

C. Employees seeking reimbursement must complete the TRAVEL REIMBURSEMENT FORM. The form must be fully and accurately completed and submitted to the Head Coach. All required receipts should be attached and submitted with the form.

- Reimbursement of meals when there is no overnight travel should be paid by the organization only when the meal has a defined business purpose.
- For out-of-area travel, Sarpy County Swim Club will reimburse all preapproved travel related actual costs, such as hotel accommodations, transportation to and from the destination, including airline, ride share or taxicab fares, meals and gratuities etc.
- Sarpy County Swim Club will not reimburse an employee for separate travel costs associated with his/her spouse or partner. However, the cost of a shared hotel room need not be allocated between an employee and his/her spouse or partner for purposes of this Policy.

D. No policy can anticipate every situation that might give rise to legitimate business expenses. Reasonable and necessary expenses, which are not listed above, may be incurred and the Head Coach/Chairperson will determine if an unlisted expense is reimbursable under this Policy.