**ALL STAR AQUATICS**

**TRAVEL POLICY**

**Section 1 – Safety and Conduct**

1. Prior to traveling, the following must be signed by any athlete, coach or chaperone traveling with the club and submitted to the club’s Safe Sport Coordinator:
2. ASA Travel Policy
3. ASA Code of Conduct
4. Prior to traveling, the following must be signed by each athlete’s parent or guardian prior to traveling with the club and submitted to the club’s Safe Sport Coordinator:
   1. Liability Release and/or Indemnification Form
   2. Medical Consent or Authorization to Treat Form
5. Team managers and chaperones must be members of USA Swimming and have successfully passed a USA Swimming-administered criminal background check.
6. Regardless of gender, a coach or chaperone shall not share a hotel room or other sleeping arrangement with an athlete (unless the coach or chaperone is the parent, guardian, sibling, or spouse of that particular athlete).
7. When only one athlete and one coach travel to a competition, one of the athlete’s parents (or legal guardians) must accompany the athlete on the trip. As a default, the coach shall be responsible for the swimmer at the swimming facility and the parent (or legal guardian) shall be responsible for the swimmer at all other times. However, the coach and parents can mutually agree on times outside of the swimming facility, such as transport to the facility, where the coach will be the designated chaperone.
8. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a “buddy” club to associate with during the competition.
9. During team travel (swim meets or training trips), coaches shall be responsible for swimmers while at the swimming venue. Chaperones shall be responsible for swimmers at all other times, unless other arrangements are made between the chaperones and coach(es).
10. There shall be a minimum of one chaperone for every ten swimmers and chaperones shall be the same sex as the swimmers he or she is responsible for (except if that chaperone is also the parent or guardian of the swimmer.) Chaperones shall be responsible for their travel expenses.
11. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained.
12. Athletes should not ride in a coach’s vehicle without another adult present who is the same gender as the athlete, unless prior parental permission is obtained.
13. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes.
14. There will be no male athletes in female athlete’s rooms and no female athletes in male athlete’s rooms at any time (unless the other athlete is a sibling or spouse of that particular athlete).
15. Curfews shall be established by the coaches and chaperones each day of the trip.
16. Team members and staff traveling with the team will attend all team functions including meetings, practices, meals, meet sessions, etc. unless otherwise excused or instructed by the coach or chaperone.
17. The directions & decisions of coaches and chaperones are final.
18. Swimmers are expected to remain with the team at all times during the trip. Swimmers are not to leave the competition venue, the hotel, a restaurant, or any other place at which the team has gathered without the permission/knowledge of the coach or chaperone.
19. When visiting public places such as shopping malls, movie theatres, etc. swimmers will stay in groups of no less than three persons. 12 & Under athletes will be accompanied by a chaperone.
20. The Head Coach or his/her designee shall make a written report of travel policy or code of conduct violations to the President of the Board of Directors and the parent or legal guardian of any affected minor athlete.

**Section 2 – Travel expenses and reimbursements for all non-PVS, board approved meets and other approved travel**

Travel Authorization

1. A travel authorization must be done before any reservation can be ticketed or any expense incurred for any trips.
2. Travel authorizations must include estimates of all anticipated costs, including airfare or other transportation, hotel accommodation, local transportation, per diem estimates, and any other expected expenses
3. Travel authorizations must be submitted to the Head Coach for signature. If the price of travel changes more than 15% between submission of authorization and travel purchase, a revised travel authorization request must be submitted
4. The Head Coach must discuss all authorizations with the Board Treasurer and business manager to ensure the authorization is in keeping with the club budget and policies

Air Travel

1. Staff are encouraged to book travel online via airline websites or travel websites such as expedia.com, kayak.com, etc.
2. Staff may select any flight or carrier within $100 of the lowest fare offered, provided the flight is within a two-hour time window of the desired departure time (ex. Traveler wants to leave at 4 p.m. – range would be 2-6 p.m.).
3. One stop or connecting flights will be required if savings of $250 or more is achieved without extending the total one-way air travel time by more than two (2) hours.
4. Excess baggage fees must be approved in advance
5. Staff are encouraged to use their personal card to purchase ticket and will be reimbursed according to the reimbursement processes
6. Staff may request a cash advance based on the projected per diem for the trip and should be done so at the time of travel authorization

Use of Personal Vehicles

1. Personal vehicles may be used if it saves times and is less expensive than renting a car, taking a taxi or using alternate transportation.
2. When two or more people on ASA business share a vehicle, only the driver may claim reimbursement for mileage, parking and toll charges.
3. If a traveler prefers to take his/her vehicle on approved ASA business, mileage costs up to the equivalent airfare expense may be claimed. (To determine the equivalent airfare, an estimate based on published rates must be submitted along with travel authorization.)
4. Mileage reimbursement amounts will be in accordance with IRS regulations.

Ground Transportation

1. Expenses for taxis, shuttles or public transportation for business purposes are reimbursable with receipts.
2. Travelers may use their personal automobiles to and from the airport. Travelers will be reimbursed for actual parking expenses. Economy parking should be utilized.

Rental Cars

1. A traveler may rent a vehicle when renting would be more advantageous to ASA than other means of commercial transportation, such as a taxi.
2. Compact cars (or more economical) should be used when possible. When traveling with a group, rental cars should be shared to minimize costs.
3. The traveler should refuel the car prior to returning the vehicle to the rental agency to avoid the high fuel surcharges.
4. When possible, travelers should use self-park at hotels, versus valet parking.
5. When renting cars staff and coaches must purchase the additional insurance offered by the renting agency

Hotels

1. Staff are encouraged to book hotel accommodation online via travel websites such as hotels.com, expedia.com, kayak.com, etc.
2. Staff should use hotels recommended by hosting pools when negotiated rates are available for meet participants
3. Travelers should use common sense when making hotel bookings and should look for reasonable rates within that market, whenever possible.
4. Staff are encouraged to use their personal card to pay for hotel expenses

Meals and Entertainment

1. ASA will provide staff a per diem allowance to defray meal costs.
2. The daily rate for per diem must be pro-rated for partial days and reduced if meals are provided by the team or hosts of the event.

1. ASA follows current IRS regulations for per diem

Billing Personal Travel

Staff may combine personal and business travel providing it is at no cost to ASA.

Expense Report Submission

1. Complete expense reports, with proper approvals, not more than 14 days after trip.
2. All expense report submissions must be accompanied by receipts and approvals.
3. All expenses must indicate whether they were paid for using the team credit card or by personal means
4. All expenses must be supported by original hotel folios, airline passenger receipts or boarding passes, credit card receipts, or cash register receipts. Other receipts may be used in special circumstances when original receipts are not available (Example: taxi).
5. When original receipts cannot be obtained or have been lost and all measures to obtain a duplicate receipt have been exhausted, a statement should be provided explaining why such receipts are not being submitted with the expense report.
6. ASA does not reimburse staff for expenses of $25 or more unless a receipt is included.
7. Expense reports that are not prepared in accordance with these guidelines, or that contain unapproved exceptions to company policy will be returned, with explanations of the deficiencies.
8. Deductions will be made for unauthorized expenses.
9. Employees are responsible to use good judgment and to check for accuracy of bills and other documents before paying or accepting them.

Non-Reimbursable Expenses

The following types of expenditures incurred by ASA staff will not be reimbursed unless specifically authorized by the approving manager:

1. Personal expenses that would be incurred by the employee regardless of the employee’s work-related responsibilities
2. Amounts spent in excess of those considered reasonable
3. The costs of the personal leg of the business trip that is extended for personal reasons
4. Airline or hotel upgrades
5. Annual fees, late fees, or finance charges on personal credit cards
6. Expenses relating to unlawful activities (i.e. parking tickets, moving violations, fines)
7. Air phone expense, other than in an emergency
8. Laundry or dry cleaning, except on trips lasting more than six days
9. Courier and messenger services unless transferring work related materials that could not be checked on the plane or carrier in the train or car.
10. Movies, internet usage, or minibar charges at hotel