



USA
FENCING

2016-2017 USA Fencing Domestic Expense Form

Name: Address: City, State, Zip: Phone: Email: Signature: Name and Location of Event (North American Cup Oct, Nov, Dec, etc., JO): Role at event (Referee, Armorer, Sports Medicine, Bout Committee, Awards, Tech) Referee Rating: Epee _____ Foil _____ Sabre _____	USA Fencing Office Use Only Date Received: Member: _____ W-9: _____ Emailed: _____	
Account Code	Expense Type	Amount of Expense
500020	Air Travel (Include approval email from USA Fencing)	US \$ _____
500020	Baggage Fees	US \$ _____
500200	Ground Transportation (Including Mileage*, Parking, tolls, taxi, train) *Mileage \$.54 – Must include Google or MapQuest	US \$ _____
500240	Hotel	US \$ _____
500340	Meals (For meals not reimbursed per policy)	US \$ _____
	Other Expenses:	US \$ _____
Total Reimbursement Request		US \$ _____
***All Expenses are subject to approval by the Program Director		
USA Fencing Office Use Only \$ _____ Program Director: _____ Finance Office: _____		

This form and any accompanying receipts must be received no later than 21 days after the tournament and can be emailed to:

**ExpenseForm@usfencing.org, faxed to: 719-325-8998 or mailed to:
USA Fencing 4065 Sinton Rd., Ste. 140 Colorado Springs, CO 80907**

2016-2017 USA FENCING VOLUNTEER OFFICIAL TRAVEL AND EXPENSE REIMBURSEMENT POLICY
*****NONCOMPLIANCE WITH THIS POLICY JEOPARDIZES REIMBURSEMENT*****

Per Diem and honoraria payments are issued at the conclusion of each tournament for all hired officials based on information from the hiring official and is known at that time that checks are cut or direct deposit initiated. All reimbursements must be submitted on approved forms no later than **21 days** after the qualifying service, expenditure or travel. A copy of your receipts (or a contemporaneous record of minimal expenses) must accompany all reimbursement requests. Your expense form can be faxed to (719) 325-8998 or emailed to expenseform@usfencing.org. Credit card statements are not acceptable as receipts. Receipts in foreign currencies will be converted to U.S. dollars. Proof of conversion must be submitted with the reimbursement request. An email confirmation of receipt of the expense form will occur within 5 business days of submittal date.

Proof of conversion must accompany expense report. Please use www.oanda.com for conversion rates. Google or MapQuest must be submitted with this Expense Form to receive mileage.

USA Fencing Reimbursement Policy

Definitions and Compensations

1. A Full-time Tournament Official is a USA FENCING member in good standing who has successfully completed the background screening process and who has been formally invited to serve the organization in an Official Capacity other than as an officer or committee member, including positions such as referees, trainers, armourers, awards, tech and bout committee members ("Tournament Official"). A Full-time Tournament Official has been contracted to work the entirety, or a super majority (3 full days or more) of a specific tournament. Compensation will include the following:
 - a) All travel expenses (current USA Fencing travel agency to be used, all travel to be approved by national office)
 - b) Hotel stay (those requesting single rooms will be responsible for covering half the cost of the room at the USA Fencing double room rate)
 - c) Per diem
 - d) Honorarium
 - e) Breakfast and lunch will be provided on service days
 - f) Other related travel expenses (reasonable airport parking, shuttle, taxi)

NOTES:

- A "full day" entails reporting 15 minutes before the close of registration of the first event of the day, or at an otherwise published report time. The referee must then stay through the day until released by the Head Referee of that tournament.
- A Tournament Official hired as a referee will have their highest weapon rating factored into the above equation.
- Foreign Referees - When properly authorized, invited foreign Referees, who hold a current FIE license, may also receive reimbursement as a Full-time Tournament Official
- Any day on which a tournament official is competing or coaching, they may use money owed to them by the national office from their work days to cover their expenses on their non-work days. These arrangements would depend upon the availability of such funds, and must be made with the National Office three (3) weeks before the event. Documentation of this agreement must be obtained and submitted to the National Office by the DAC member hiring for the event.

Travel:

- Summer Nationals Full-time Tournament Officials must serve for a minimum of 5 days to receive housing, full travel payment, reimbursement for incidental expenses, honorarium, per diem, breakfast and lunch.
- If a Full-time Tournament Official decides not to be housed in USA Fencing's hotel room block, housing expenses will be reimbursed at up to one-half the rate charged to USA Fencing for a double room.
- Summer Nationals Part-time Tournament Officials are those serving fewer than 5 days. They are entitled to per diem, honorarium, lunch, and will receive up to \$75 per service day reimbursement for travel and/or housing expenses, with appropriate receipts. Housing for SN Part-time Tournament Officials will not be provided.
- The position of Referee Apprentice Tournament Official is not available at Summer Nationals.

Days Off:

- Tournament officials who agree to serve the entirety of the Summer Nationals will receive two days off, to be used as they wish. The specific days off will be at the discretion of the FOC Referee Coordinator, BC Chair, Sports Medicine Lead, or Head Armourer, as appropriate, in consultation with the Tournament Official. Per Diem and the hotel room will be paid for the days off; honorarium will not. Late arrival at the tournament and/or early departure from the tournament will not be considered as days off.

2. A Part-time Tournament Official is a USA FENCING member in good standing who has successfully completed the background screening process and who is asked to serve the organization as a Tournament Official. A Part-time Tournament Official has been contracted to work a portion (2 or 1 days) of a specific tournament. Compensation will include the following:
 - a) Per diem
 - b) Honorarium
 - c) Lunch is provided on service days
 - d) Up to \$50 per service day reimbursement for housing and/or travel expenses, with appropriate receipts

- 3) A Referee Apprentice is a USA Fencing member in good standing who has successfully completed the background screening process and who is asked to serve the organization as a Tournament Official. A Referee Apprentice is a Tournament Official who has been contracted to work the entirety, or a super majority (3 full days or more) of a specific tournament, and whose referee ratings are lower than otherwise required to be hired for the tournament. Compensation will include the following:
- All travel expenses (current USA Fencing travel agency to be used, all travel to be approved by national office)
 - Hotel stay (those requesting single rooms will be responsible for covering half the cost of the room at the USA Fencing double room rate)
 - Breakfast and lunch will be provided on service days
 - Other related travel expenses (reasonable airport parking, shuttle, taxi)
 - NO honorarium
 - NO per diem

NOTES:

- USA Fencing Officers and Committee members – Those present at events are not considered Full-time Tournament Officials for the purposes of this policy under sections 1 and 2 above.

Contracts and Approval

- All terms of hire are to be clearly outlined in the Hire Contract negotiated between hiring Domestic Assignment Committee member and the referee or other Tournament Official. Terms of the hire are to be established and agreed upon by the hiring DAC member, the referee and the National Office Representative prior to the referee making travel arrangements. Any deviation from the contract may jeopardize reimbursement.
- Any special arrangements outside the parameters of this document must first be approved by the Domestic Assignment Committee representative, and then be submitted to National Office two weeks in advance of the event for approval.

Firing/Dismissal

Officials who are dismissed by the Lead Officials during the NAC will be addressed on a case to case basis. Potential reimbursement will be based on the percent of the event worked.

Trainees

- Referees – hired as part time referees; may follow BC process
- BC – USA FENCING will pay for travel, half room, and provides meals (as outlined in the policy); out of pocket expenses, honorarium and per diem are not covered
- Armors – USA FENCING will pay for travel, half room, and provide meals (as outlined in the policy); out of pocket expenses, honorarium and per diem are not covered.
- Sports Med – does not use trainees

1. AIR TRAVEL

Air travel must be booked promptly after a Volunteer Official is invited to serve. Only coach or economy class fares, approved in advance by the USA FENCING National Office, will be paid or reimbursed. USA Fencing will cover the cost of reasonable flights to tournament cities. A \$50 flight differential will be allowed. If the official will only accept a flight that is more than \$50 over the lowest fare for a similar date and time, the official will have the difference between the two fares, less \$50, deducted from their per diem and honoraria check. Identification of reasonably priced flights must be identified 3-weeks prior to the tournament. Travel certificates may be used at USA FENCING discretion. Unused tickets must be returned immediately to USA FENCING or the traveler will be responsible for the cost thereof.

If flight is cancelled by official, unavoidable costs will be incurred by the official, unless prior approval from the national office is received.

Cancelled flights due to airline, USA Fencing will reimburse a maximum of \$150 for hotel, plus taxi and per diem.

The official will be responsible for any change fees after USA Fencing has booked travel.

BAGGAGE

USA Fencing will cover the cost of one bag per official (excluding armorers and sports medicine with prior approval).

2. GROUND TRANSPORTATION AND PARKING

Travel by personal vehicle will be reimbursed at the published IRS standard business mileage rate in effect on August 1 of the current fiscal year. Only one person per vehicle will be reimbursed. Mileage will be confirmed using an internet source with a 50-mile tolerance. Mileage reimbursement will be limited to the lesser of the cost of one airfare to the destination city or \$400. Google or MapQuest must be submitted with this Expense Form to receive mileage. USA FENCING will reimburse reasonably priced public transportation costs for travel between home and airport/airport to home. Alternatively, in no case will reimbursement for both parking and public transportation be paid on the same trip. Volunteer Officials, Officers, Committee Members must use free shuttle service between airport/hotel/venue when provided. If free shuttle service is not available, reasonable priced public transportation for travel between airport/hotel/venue will be reimbursed with valid receipts. Reimbursement will be made for reasonable priced (long term) airport parking for a period not to exceed service days plus travel days. Car rental will not be reimbursed without prior written approval from the USA FENCING National Office, a copy of which must accompany the requester's Expense Report.

3. HOTEL

All rooms for Volunteer Officials, Officers (except for the President) and Committee Members are double occupancy. Roommate preferences will be honored when practical. Volunteer Officials may choose to make their own hotel arrangements. The National Office must be notified prior to the event if the Official will not be staying in the USA Fencing room block. Reimbursement for those who make their own arrangements will be paid at the lesser amount of ½ the room charge or ½ the USA FENCING negotiated volunteer staff rate upon submission of a valid original hotel receipt. USA FENCING will pay hotel costs only for days of actual service. Volunteer Officials who request hotel accommodations and do not honor the reservation will be billed for any applicable expense.

4. MEALS

USA FENCING arranged breakfast and lunch will be provided at specified times and locations to Volunteer Officials on service days at domestic tournaments. If service continues later than 7 PM, USA FENCING will make other arrangements. Late night service will not increase the amount of per diem paid. Meals provided for Volunteer Officials are not available to officers and committee members unless specifically so arranged and communicated by the National Office. As stated above meals will not be reimbursed by USA Fencing without prior approval. **USA FENCING does not reimburse for alcoholic beverages.**

5. PER DIEM

Per Diem will be paid to Volunteer Officials at the rate of \$20 for each day of service plus travel days. Late night service will not increase the amount of per diem paid, and no additional meal allowance will be provided. Per Diem is not paid to USA FENCING officers and committee members (except while serving as a Volunteer Official). With valid receipts, meals paid for by officers and committee members will be reimbursed, up to \$40 per person per day. **USA FENCING does not reimburse for alcoholic beverages.**

6. HONORARIUM

Honorarium is paid for service days to referees according to their rating and to FOC representatives using the following scale: FOC representatives, Levels 1 & 2, 3, FIE A, and active FIE B (defined as having worked FIE Junior or Senior competitions within the last two years, as verified by FIE website), \$125; Levels 4 & 5, \$100; Levels 6 through 10, \$75. At tournaments with wheelchair events, referees with IWAS ratings are compensated the same as FIE B rated referees. Honorarium is paid for service days to other Volunteer Officials (Tournament Committee, Bout Committee, Armors and Trainers, etc.) at the rate of \$100 per day. Completion and return of an IRS Form W-9 (Request for Taxpayer ID) is a prerequisite to payment of an honorarium, and when required, an IRS Form 1099 will be mailed each January. USA FENCING officers and other committee members on committee business do not receive an honorarium.

Honorarium is paid for service days only. Referees must check in each Service Day with the FOC. Bout Committee, Armors and Trainers must check in each Service day with their lead official. Officials must report any discrepancies with the daily logs either to the FOC or to the USA FENCING Representative at the tournament. **Officials will only be paid for Service Days logged at the tournament.**

Deductions:

- If an official chooses to have a single room, he/she will pay half the negotiated staff rate for each night
- If an official is fencing, coaching, etc. during a specific day and NOT officiating, he/she will pay half the negotiated staff rate for that day (if they are in a single room, for that night they would end up paying the full rate)

REFEREE SEMINAR

Anyone that is a Certified Referee Instructor can hold a referee seminar. The CRI is paid \$100 per day a reimbursement form must be submitted to be paid.

7. Other Expenses

Ordinary and necessary expenses, such as USA FENCING business phone calls or postage, will be reimbursed per the above policy. Personal phone calls will not be reimbursed. Entertainment expenses incurred by USA FENCING Officers in USA FENCING interests must be documented with the purpose of the entertainment, names of individuals attending, and the nature of business discussed. Entertainment expenses must be reasonable and necessary and commensurate with conservative business practices. USA FENCING does not reimburse for alcoholic beverages.

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Travel and Expense Reimbursement updated September 2016