

TGJA Reimbursement Policy

Overview

It is the policy of the Texas Gymnastics Judges Association (TGJA) to reimburse members for reasonable and necessary expenses incurred during approved travel.

Members seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid impropriety or the appearance of impropriety. Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. If a circumstance arises that is not specifically covered in this travel policy, then the most conservative course of action should be taken.

Business travel policies are aligned with company reimbursement rules. All business-related travel paid with TGJA funds must comply with company expenditure policies.

Authorization and responsibility

Member travel must be authorized. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 10 days of completion of a trip, the traveler must submit a travel reimbursement form and supporting documentation to obtain reimbursement of expenses.

An individual may not approve his or her own travel or reimbursement. The travel reimbursement form must be approved by the TGJA President.

Designated approval authorities are required to review expenditures and withhold reimbursement if there is reason to believe that the expenditures are inappropriate or extravagant.

Personal funds

Travelers should review reimbursement guidelines before spending personal funds for business travel to determine if such expenses are reimbursable. The TGJA reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

Travelers who use personal funds to facilitate travel arrangements will not be reimbursed until after the trip occurs and proper documentation is submitted.

Vacation in conjunction with business travel

In cases in which vacation time is added to a trip, any cost variance in airfare, car rental or lodging must be clearly identified on the travel request form. The TGJA will not prepay any personal expenses with the intention of being "repaid" at a later time, nor will any personal expenses be reimbursed.

Exceptions

Occasionally it may be necessary for travelers to request exceptions to this travel policy. Requests for exceptions to the policy must be made in writing and approved by the TGJA President. Exceptions related to the TGJA President's expenses must be submitted to the TGJA board for approval. In most instances, the expected turnaround time for review and approval is five business days.

Travel Expenses/Procedures

General information

ALL requests for reimbursement of expenses are to be submitted to the [TGJA Reimbursement Form](#) with supporting documentation (receipts, maps, etc).

These forms must be submitted to the TGJA Treasurer within 10 days after the trip is completed. Travel reimbursement forms not submitted within this time frame require exception approval from the TGJA President.

Reimbursement of travel expenses is based on documentation of reasonable and actual expenses supported by the original, itemized receipts where required. Reimbursements that may be paid by the TGJA are shown below.

Airfare: Original itemized airline receipt, an e-ticket receipt/statement or an Internet receipt/statement is required. The receipt must show the method of payment and indicate that payment was made.

Miscellaneous transportation: Original receipts or electronic receipts are required for Lyft/Uber, taxi, bus, subway, metro, ferry, rail, and other modes of transportation. The TGJA will reimburse up to \$25 a ride. Exception is if a member decides to Uber/Lyft to the airport in lieu of parking (if the cost is less than parking).

Automobile (Personal): A valid driver's license issued within the United States and personal automobile insurance are required for expenses to be reimbursed.

Reimbursement for use of a personal automobile is based on the current IRS mileage rate and up to \$50.

Automobile (Rental): Reimbursement for a commercial rental vehicle as a primary mode of transportation is authorized only if the rental vehicle is more economical than any other type of public transportation, or if the destination is not otherwise accessible. Vehicle rental at a destination city is reimbursable. Original receipts are required.

The TGJA authorizes reimbursement for the most economic vehicle available. In certain circumstances larger vehicles may be rented, with supervisory approval. The rental agreement must clearly show the date and the points of departure/arrival, as well as the total cost. Drivers must adhere to the rental requirements, and restrictions must be followed. Original receipts are required.

Drivers should be aware of the extent of coverage (if any) provided by his or her automobile insurance company for travel that is business or not personal in nature.

Parking fees, tolls and other incidental costs associated with the vehicle use are not covered by the rental agreement.

Travelers are strongly encouraged to fill the gas tank before returning the vehicle to the rental agency to avoid service fees and more expensive fuel rates.

Lodging (commercial): The cost of overnight lodging (room rate and tax only) will be reimbursed to the traveler if the authorized travel is 45 miles or more from the traveler's home. Exceptions to this restriction may be approved in writing by the TGJA President.

The TGJA will reimburse lodging expenses at reasonable, single occupancy or standard business room rates. When the hotel or motel is the conference or convention site, reimbursement will be limited to the conference rate.

Only single room rates are authorized for payment or reimbursement unless the second party is representing the agency in an authorized capacity. If the lodging receipt shows more than a single occupancy, the single room rate must be noted. If reimbursement for more than the single room rate is requested, the name of the second person must be included.

Meals: The cost of meals are reimbursable for travel that is 45 miles or more from the traveler's home or primary worksite. Original itemized receipts are required. Members will follow the allowance for meals that is on the TGJA Judges Expense Report:

\$12 for Breakfast

\$15 for Lunch

\$18 for Dinner

Parking: Receipts are required for parking fees (including airport parking) and will only be reimbursed up to \$10 per day. The lodging bill can be used as a receipt when charges are included as part of the overnight stay.

Tolls: Original receipts are required for any tolls and will only be reimbursed up to \$10 total.

Nonreimbursable Travel Expenses

The following items that may be associated with business travel will not be reimbursed by the TGJA:

Airline club memberships and airline upgrades

Business class or first class for all flights.

Child care, babysitting, house-sitting, or pet-sitting/kennel charges.

Commuting between home and the primary work location.

Costs incurred by traveler's failure to cancel travel or hotel reservations in a timely fashion.

Evening or formal wear expenses.

Haircuts and personal grooming.

Laundry and dry cleaning.

Personal entertainment expenses, including in-flight movies, headsets, health club facilities, hotel pay-per-view movies, in-theater movies, social activities and related incidental costs.

Travel accident insurance premiums or purchase of additional travel insurance.

Visa, passport fees, and immunizations required for international travel

Other expenses not directly related to business travel.

Travel for Non-Members (Family)

TGJA Reimbursement Policy - Fact Sheet

Submit all reimbursements with supporting documentation (receipts) to the following form: [HERE](#) within 10 days after completing the trip.

Reimbursable Travel Expenses	Non-Reimbursable Travel Expenses
Airfare	Airline club membership or airline upgrades
Misc Transportation (Lyft/Uber, taxi, bus, subway, metro, ferry, rail, and other modes of transportation) up to \$25 (unless cheaper than parking)	Business class or first class for all flights
Automotive (Personal) based on IRS Mileage rate and up to \$50	Child care or pet-sitting/kennel charges
Automotive (Rental) for the most economic vehicle available	Costs incurred by traveler's failure to cancel reservations in a timely fashion
Lodging (single room rate)	Evening or formal wear expenses
Meals (\$12 for Breakfast, \$15 for Lunch, \$18 for Dinner)	Haircuts and personal grooming
Parking up to \$10 per day	Personal entertainment expenses
Tolls up to \$10 per way	Travel accident insurance or travel insurance
	Travel for Non-Members (Family)
	Visa, passport fees and immunizations
	Other expenses not directly related to the business travel

Question? Please contact TGJA Treasurer, Travis Blue at blue.travis@gmail.com or 972-849-6534.