



# TRAVEL POLICY

## **AIR TRAVEL TO TOURNAMENT SITE:**

USA Softball will provide a list of approved names of the Reps and UIC's to USA Softball preferred travel agency to arrange air travel where needed. The preferred travel agency will use the most cost effective airports and airlines when making reservations. The standard for air travel will be a non-refundable ticket purchased at least twenty-one days in advance. Once a ticket has been issued, any changes made by the ticket holder or Host becomes their financial responsibility.

## **AUTOMOBILE PERSONAL OR RESNTAL USE FOR TRAVEL TO TOURNAMENT SITE:**

It must be approved by the USA Softball National office before using ones personal or renting an automobile that the most cost effective mode of transportation to the tournament site is via a car and not by air travel, and then this would be acceptable. USA Softball would reimburse the volunteer for the use of the automobile per the USA Softball mileage reimbursement standard. This per mile reimbursement covers costs associated for fuel, insurance, tolls, wear and tear expenses associated with travel by automobile.

## **TRAVEL TO AIRPORT:**

USA Softball will reimburse the volunteer for the use of their automobile to the airport that USA Softball has chosen for the person to fly out of to the tournament. The reimbursement will be a flat fee of \$15.00 for round trip of less than 60 miles, \$30.00 flat fee for round trip of more than 61 miles and less than 120 miles. If USA Softball sends you to an airport that is more than 121 miles from your home then USA Softball would reimburse the volunteer for the use of the automobile per the USA Softball mileage reimbursement standard.

## **HOST CITY RESPONSIBILITY:**

It is the Host City Tournament organizers responsibility to provide adequate lodging accommodations, local transportation and daily per Diem to the Tournament Rep and UIC as per the USA Softball Code. The Tournament Rep shall arrive one day prior to the schedule-opening day of the tournament. USA Softball National office will work through the Local Commissioner with the Host City to make sure that the Umpires have transportation to and from the airport to the tournament site.

## **PER DIEM:**

The per diem is a daily allowance instead of reimbursement for actual expenses for meals and related incidental expenses. The per diem allowance is separate from transportation and lodging expenses. The daily per diem allowance covers all charges, including any service charges, parking at airport or hotel, food while traveling before or after tournament or during the tournament, use of cell phone and extra airline bag. The Host City Tournament organizers pay the daily per Diem directly to the Tournament Rep and UIC in the amount as per the USA Softball Code.