

STABA TRAVEL POLICY & PROCEDURES

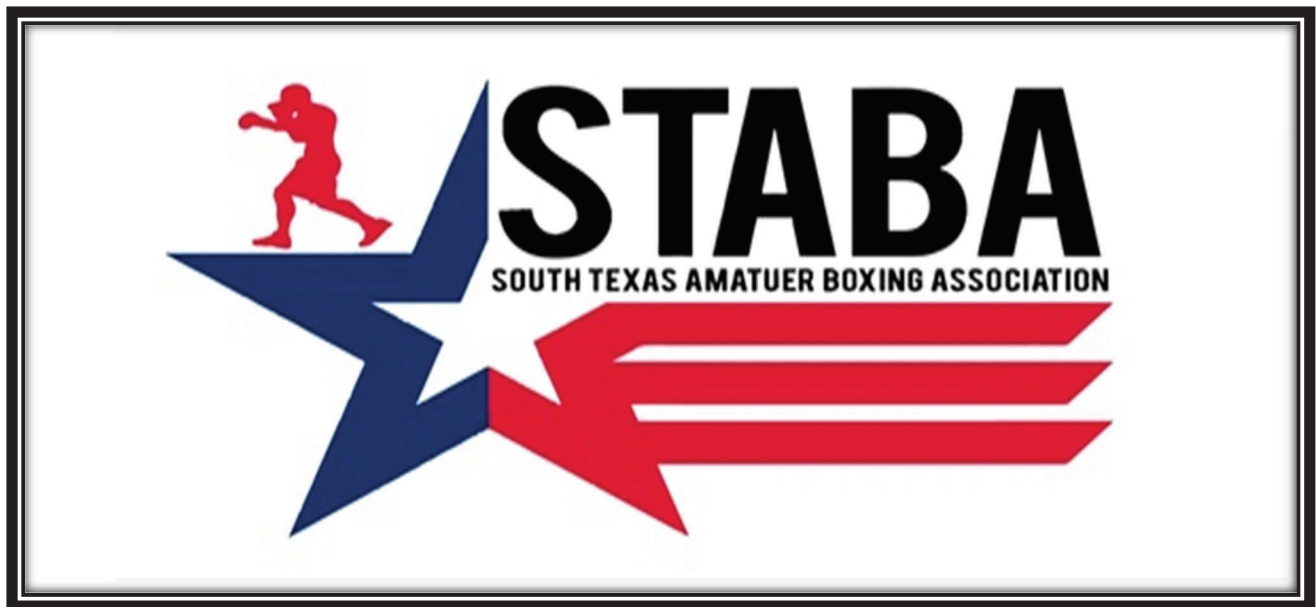


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SOUTH TEXAS LBC #43 TRAVEL POLICY & PROCEDURES

STATEMENT OF PURPOSE

The purpose of this manual is to establish the policies and procedures of South Texas Amateur Boxing Association of the United States Amateur Boxing, Inc. (STABA) concerning authorized travel expenses. STABA may choose to reimburse Board Members, Officials, Coaches and Athletes for ordinary, necessary, and reasonable travel expenses when directly connected with or pertaining to the transaction of STABA business. Individuals are expected to use discretion and good judgment regarding expenses charged to STABA.

It is the responsibility of all STABA Members to comply with the policies and procedures in this manual. It is the responsibility of the President to ensure that these policies and procedures are implemented. All travel must be done in accordance with this policy to qualify for reimbursement. No travel reimbursements will be issued without prior approval from the STABA Board of Directors before the expected travel date, depending on the circumstances and the required travel arrangement time.

STABA TRAVEL POLICY

It is the intent of the STABA to allow for adequate accommodations for individuals who are required to travel on STABA business. It is also expected that these individuals will use discretion and good judgment in spending STABA funds.

Each official traveling for STABA business is expected to fill out an Expense Reimbursement Form ([see Exhibit A](#)) to be reimbursed along with receipts. For all travelers, completed expense reports must be submitted within 30 days of the conclusion of travel.

For Board Members using corporate debit cards, copies of receipts are to be submitted with the expense report and originals included with the coded monthly bank statements. Corporate debit cards are to be used for STABA business only. Personal use of the corporate debit card is strictly prohibited, and violations are subject to disciplinary action.

OFFICIAL TRAVEL REIMBURSEMENTS (*Special Cases*)

- **Authorization and Responsibility**
Official travel must be authorized by the Board of Directors. Officials should verify that planned travel is eligible for reimbursement before making travel arrangements. Within 30



days of completion of a trip, the official must submit an Expense Reimbursement Form (See Exhibit A) and supporting documentation to obtain reimbursement of expenses.

The Expense Reimbursement Form must be authorized by the President, BOD member or Chief of Officials. An official may not approve his or her own travel or reimbursement.

STABA reserves the right to deny reimbursement of travel-related expenses for failure to comply with policies and procedures.

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 STABA are shown below.

1. *Personal Funds*

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

2. *Meals*

Per diem allowances may be reimbursable for travel that is 30 miles or more from the officials home. STABA officials may be reimbursed up to two meals per each day of travel while traveling for STABA related purposes. Receipts are not required for meal allowances.

3. *Airfare*

If the airfare was not prepaid by STABA, an 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.

4. *Automobile*

At times official's may be asked to use their personal car for STABA business purposes. Any official who is asked to travel more than 30 miles (one way) for STABA related business may be reimbursed.

Mileage may be reimbursed for the round-trip distance between the official's home and the location of the STABA business function being attended. Mileage amounts must be verifiable through the use of commercially available websites (ex. Google Maps) using the "shortest route" option.

Reimbursement for use of a personal automobile is based on the STABA mileage rate \$0.50 cents per mile. Any mileage reimbursement that is found to be non STABA related may not be approved for payment.



5. *Lodging*

The cost of overnight lodging (room rate and tax only) may be reimbursed to the official if the authorized travel is 75 miles or more from the officials home.

STABA may 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 designated rate.

Reimbursement is allowed only when reimbursement has not been, and will not be, received from other sources. STABA Board of Directors has the sole and absolute discretion to approve all special case reimbursements.

RESPONSIBILITIES AND ENFORCEMENT

The Treasurer is responsible for ensuring that any expenses reimbursed or paid for by the organization are in compliance with this STABA Travel Policy. Reimbursements will be issued within 14 calendar days after the Treasurer receives the request along with the supporting documentation.

When submitting an Expense Reimbursement Form ([see Exhibit A](#)) any deviations from the policies detailed within this document must be explained on the expense report and expenses that are not in compliance with this policy require the written approval of the STABA Board of Directors.

The Treasurer and the STABA Board of Directors responsible for ensuring that this Travel Policy is available to all officials, coaches and athletes expected to travel. Maintenance and updating of the STABA Travel Policy is the responsibility of the President and will include collaboration with the Board of Directors, Treasurer and Secretary. Any questions or concerns regarding this travel policy should be addressed to one of these individuals.

EXPENSE REPORTING PROCEDURES

Officials incurring expenses on behalf of the LBC are required to report expenditures through the completion of an expense report ([see Exhibit A](#)). Receipts must be submitted with the expense report. The expense report will detail what the expense was for, the amount of the expenditure, and to which budget line the expense should be allocated.

Expense reports must be submitted within 30 days of the expense being incurred for payment/reimbursement to be issued. Expense Reimbursement Forms not submitted within this time frame require exception approval from the Board of Directors. There are certain expenses that will not be reimbursed (e.g., traffic/parking violations). Additionally, if an individual incurs an expense for an unbudgeted item for which they did not receive prior authorization for from the President or BOD it may not be reimbursable.



- **OFFICIAL TRAVEL ADVANCES**

Any LBC member who receives a travel advance (e.g., per diem, miscellaneous expenses incurred on a team trip) is responsible for reconciliation of the advance. The completed reconciliation report must be accompanied by receipts or other proper documentation that justifies how the advance was expended (see **Exhibit A**), including per diem signature sheets if appropriate.

- **BOXER STIPENDS**

Any boxer who is authorized by the BOD to receive a travel stipend is responsible for reconciliation of the stipend. The completed reconciliation report must be accompanied by receipts or other proper documentation that justifies how the stipend was expended (see **Exhibit B**), including per diem signature sheets if appropriate. If the boxer is under the age of 18, the stipend check will be made payable to the boxer's guardian.

Non-compliance to any of the above items may result in the denial or disapproval of reimbursements. The Policy and Procedures can be change at any time for any unforeseen circumstances.

Implemented 4/2022

EXHIBIT A



OFFICIAL EXPENSE REIMBURSEMENT FORM

Name of Official: _____ Phone Number: _____

Mailing Address: _____ Date(s) of Travel (if applicable): _____

Receipt(s) Attached (*required*) (Y/N): _____ Total Amount of Expenditures: _____

Reimbursement for Travel (Y/N): _____ Reimbursement for Office Supplies (Y/N): _____

Name of Tournament (if applicable): _____

Reimbursement for Other (*specify*): _____

Name of Person Travel Reimbursement Authorized By: _____

Travel related expenses must be authorized by the President, BOD Member or Chief of Officials

Detail of Expenditures

DATE	DESCRIPTION	AMOUNT	RECEIPT (Y/N)

By signing or typing name below, you are acknowledging that you understand and agree that you have read and will comply with STABA's Travel Policy located on the STABA website (www.southtexaslbc.org) under the documents tab. You understand any non-compliance with STABA's Travel Policy may result in the denial or disapproval of travel reimbursements.

Signature of Official (*required for travel reimbursements*) _____

Date _____



BOXER STIPEND FORM

Name of Requestor: _____ Name of Boxer: _____

Boxer Club Name: _____ Name of Tournament: _____

Check Payable To: _____ Boxer Phone Number: _____

Mailing Address: _____ Phone Number: _____

Date(s) of Travel: _____ Receipt(s) Attached (*required*) (Y/N): _____

Boxer Under 18 (Y/N): _____ Guardian Name: _____

Guardian Address: _____ Guardian Phone Number: _____

Total Amount of Expenditures: _____ Boxer Phone Number: _____

Detail of Expenditures

DATE	DESCRIPTION	AMOUNT	RECEIPT (Y/N)

Signature of Requestor

Signature of Boxer

Date

Checks will be made payable to the guardian if the boxer is under 18