Lindale Soccer Association
Expense Reimbursement Policy

Purpose

The Board of Directors of the Lindale Soccer Association (LSA) recognizes that members and volunteers of LSA may be required to travel or incur other expenses from time to time to conduct organizational business and to further the mission of this non-profit organization. For purposes of this policy, "Members" includes Board members, volunteers, committee members, and other individuals authorized to incur reimbursable expenses on behalf of LSA. The purpose of this Policy is to ensure that (a) adequate cost controls are in place, (b) travel and other expenditures are appropriate, and (c) to provide a uniform and consistent approach for the timely reimbursement of authorized expenses incurred by members while conducting business for LSA. It is the policy of LSA to reimburse only reasonable and necessary expenses actually incurred by members. When incurring business expenses, LSA expects members to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend LSA's money as carefully and judiciously as the individual would spend his or her own funds.
- Report expenses, supported by required documentation, as they were actually spent.

I. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a completed Expense Report form. Expense Reports should be submitted within 30 calendar days after the expense is incurred or travel is completed. Approved reimbursement requests shall generally be processed within 30 days of receipt of all required documentation.

Travel Expenses should include:

- The individual's name.
- If reimbursement for travel is requested, the date, origin, destination and purpose of the trip, including a description of each LSA-related activity during the trip.
- The name and affiliation of all people for whom expenses are claimed (i.e., people on whom money is spent in order to conduct LSA's business).
- An itemized list of all expenses for which reimbursement is requested.

Reimbursement Expenses:

- The individual's name
- A description of what was purchased
- The amount and date

- The location from where it was purchased
- The business nature of the expense

Receipts are required for all expenditures regardless of amount spent. No expense will be reimbursed unless the individual requesting reimbursement submits with the Expense Report original vendor receipts, whether printed or electronic (credit card receipts or statements alone are not sufficient) showing the vendor's name, a description of the services provided (if not otherwise obvious), the date, and the total expenses, including tips (if applicable).

When a receipt is unavailable, the requester may submit a Missing Receipt Affidavit or written explanation, subject to approval by the Director of Finance. Repeated missing receipts may result in denial of reimbursement.

It is the responsibility of the individual requesting reimbursement to:

1. Submit Expense Report.
2. Obtain approval from the appropriate Executive Officer.
3. Expense Reports may not be self-approved.
4. Submit to Treasurer (accounting@lindale.soccer) and Director of Finance (financials@lindale.soccer).

II. General Travel Requirements

A. Advance Approval. All trips involving air travel or at least one overnight stay must be approved in advance by the Executive Officers.

B. Necessity of Travel. In determining the reasonableness and necessity of travel expenses, Members and the person authorizing the travel shall consider the ways in which LSA will benefit from the travel and weigh those benefits against the anticipated costs of the travel. The same considerations shall be taken into account when deciding whether a particular individual's presence on a trip is necessary. In determining whether the benefits to LSA outweigh the costs, less expensive alternatives, such as participation by telephone or video conferencing, or the availability of local programs or training opportunities, shall be considered.

C. Personal and Spousal Travel Expenses. Members traveling on behalf of LSA may incorporate personal travel or business with their LSA-related trips; however, Members shall not arrange LSA travel at a time that is less advantageous to LSA or involving greater expense to LSA in order to accommodate personal travel plans. Any additional expenses incurred as a result of personal travel, including but not limited to extra hotel nights, additional stopovers, meals or transportation, are the sole responsibility of the individual and will not be reimbursed by LSA. Expenses associated with travel of an individual's spouse, family or friends will not be reimbursed by LSA.

III. Air Travel

A. General. Air travel reservations should be made as far in advance as possible in order to take advantage of reduced fares. LSA will reimburse or pay only the cost of the lowest logical economy-class airfare reasonably available for direct, non-stop flights from the airport nearest the individual's home or office to the airport nearest the destination.

B. Saturday Stays. Members traveling on behalf of LSA are not required to stay over Saturday nights in order to reduce the price of an airline ticket. An individual who chooses to stay over a Saturday night shall be reimbursed for reasonable lodging and meal expenses incurred over the weekend to the extent the expenses incurred do not exceed the difference between the price of the Saturday night stay ticket and the price of the lowest price available ticket that would not include a Saturday night stay. To receive reimbursement for such lodging and meal expenses, the individual must supply, along with the Expense Report, documentation of the amount of the difference between the price of the Saturday stay and non-Saturday stay airline tickets.

C. Frequent Flyer Miles and Compensation for Denied Boarding. Members traveling on behalf of LSA may accept and retain frequent flyer miles and compensation for denied boarding for their personal use. Members may not deliberately patronize a single airline to accumulate frequent flyer miles if less expensive comparable tickets are available on another airline.

IV. Lodging

Members traveling on behalf of LSA may be reimbursed at the single room rate for the reasonable cost of hotel accommodations. Convenience, the cost of staying in the city in which the hotel is located, and proximity to other venues on the individual's itinerary shall be considered in determining reasonableness. Members shall make use of available corporate and discount rates for hotels. "Deluxe" or "luxury" hotel rates will not be reimbursed.

V. Out-of-Town Meals

Members traveling on behalf of LSA are reimbursed for the reasonable and actual cost of meals (including tips) subject to a maximum per diem meal allowance of $66.00 per day and the terms and conditions established by LSA relating to the per diem meal allowance.

VI. Ground Transportation

Members are expected to use the most economical ground transportation appropriate under the circumstances and should generally use the following, in this order of desirability:

- **Courtesy Cars**: Many hotels have courtesy cars, which will take you to and from the airport at no charge. The hotel will generally have a well-marked courtesy phone at the airport if this service is available. Members should take advantage of this free service whenever possible.

- **Airport Shuttle or Bus**: Airport shuttles or buses generally travel to and from all major hotels for a small fee. At major airports such services are as quick as a taxi and considerably less expensive. Airport shuttle or bus services are generally located near the airport's baggage claim area.
- **Rideshares:** When courtesy cars and airport shuttles are not available, a rideshare (Uber, Lyft, etc) is often the next most economical and convenient form of transportation. A rideshare may also be the most economical mode of transportation between an individual's home and the airport. UberX and Lyft should be the default level of service. UberXL or LyftXL is only appropriate when 6 or more Members are traveling together.
- **Taxis:** When courtesy cars, airport shuttles and rideshares are not available, a taxi is often the next most economical and convenient form of transportation when the trip is for a limited time and minimal mileage is involved. A taxi may also be the most economical mode of transportation between an individual's home and the airport.
- **Rental Cars**: Car rentals are expensive so other forms of transportation should be considered when practical. Members will be allowed to rent a car while out of town provided that advance approval has been given by the Executive Officers and that the cost is less than alternative methods of transportation or when operationally necessary.

VII. Personal Cars

Members are compensated for use of their personal cars when used for LSA business. When Members use their personal car for such travel, including travel to and from the airport, mileage shall be reimbursed at the current IRS Standard Mileage Rate or IRS Charitable Mileage Rate, as applicable. Mileage reimbursement is calculated from the lesser of the individual's home, workplace, or normal reporting location to the business destination, using the most direct practical route.

VIII. Parking/Tolls

Parking and toll expenses, including charges for hotel parking, incurred by Members traveling on LSA business will be reimbursed. The costs of parking tickets, fines, car washes, valet service, etc., are the responsibility of the Member and will not be reimbursed. On-airport parking is permitted for same-day business trips. For extended trips, Members should use off-airport facilities.

IX. Entertainment and Business Meetings

Reasonable expenses incurred for business meetings or other types of business-related entertainment will be reimbursed only when they have a legitimate LSA business purpose and receive advance approval from the Executive Officers. Detailed documentation for any such expense must be provided, including:

- Date and place of entertainment.
- Nature of expense.
- Names, titles and corporate affiliation of those entertained.

- A complete description of the business purpose for the activity including the specific business matter discussed.
- Vendor receipts (not credit card receipts or statements) showing the vendor's name, a description of the services provided, the date, and the total expenses, including tips (if applicable).

X. LSA-Issued Organizational Cards

Purchases made with an LSA-issued organizational card are governed by the LSA Financial Policy and are not considered reimbursements, although supporting documentation must still be submitted.

XI. Non-Reimbursable Expenditures

LSA maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed, as such expenses are inappropriate for reimbursement by a nonprofit, charitable organization. Expenses that are not reimbursable include, but are not limited to:

- Travel insurance.
- First class tickets or upgrades.
- When lodging accommodations have been arranged by LSA and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by LSA. Reimbursement shall not be made for transportation between the alternate lodging and the meeting site.
- Limousine travel.
- Movies.
- Alcohol.
- Spa or exercise charges.
- Clothing purchases.
- Business conferences and entertainment which are not approved by the Executive Officers.
- Valet service.
- Car washes.
- Toiletry items.
- Personal gifts.
- Interest or late payment fees.
- Expenses for spouses, friends or relatives. If a spouse, friend or relative accompanies a Member on a trip, it is the responsibility of the Board Member to determine any added cost for double occupancy and related expenses and to make the appropriate adjustment in the reimbursement request.

XII. Fraud Prevention

Submission of false, altered, duplicate, or misleading reimbursement requests may result in denial of reimbursement, disciplinary action, restitution, or referral to the Appeals and Disciplinary Committee, as appropriate.

XIII. Review Of Policy

This policy will be reviewed annually and amendments will be approved by the LSA Executive Officers.