



USA Dance

USA Dance Trip and Travel Policy

Applies to: This policy applies to all USA Dance Officers, Directors, employees and any other individual who travels for or on behalf of USA Dance for approved business purposes.

Purpose: USA Dance as responsible stewards of membership dollars requires travel expenses on behalf of USA Dance be minimized.

Definitions:

1. Business related USA Dance Travel – travel authorized by an Officer of USA Dance to conduct business related to the mission and goals of USA Dance.
2. Business related expenses include:
 - a. If driving one's personal car, the IRS allowable mileage rate.
 - b. Flight reimbursement for Basic Economy or Main Cabin if unavailable.
 - c. Basic ground transportation to and from airports.
 - d. Parking at the airport while traveling.
 - e. Reasonable costs for meals.
 - f. Rental car when necessary (this may require prior authorization, check with a USA Dance Officer).
3. Non-reimbursable expenses include but are not limited to:
 - a. Alcoholic beverages
 - b. Upgrades for airline travel
 - c. Excessive or extravagant meal expense
4. Pre-approvals
 - a. There may be a need for an approval outside this policy when travelling. In ALL situations where this occurs or could occur, the traveler must seek pre-approval from a USA Dance officer and document that approval in an email for inclusion with the request for reimbursement.

Policy: Reimbursement for USA Dance related business expenses are reimbursed only when the following procedures are followed.

Procedures:

1. All requested travel must be pre-approved by the Senior-VP or an officer as designated by the President.
2. Travel by the Senior-VP must be approved by the President.
3. This approval must be documented in an email.
4. This approval process is to be followed even if the proposed travel and related expenses were included in the annual budgeting process.
5. Travelers are to take reasonable steps to arrange travel to minimize expense to USA Dance.



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6. If questions arise during this process, the traveler should contact the responsible travel officer of USA Dance for clarification (Senior-VP to contact the President).
7. Travelers must complete the attached "USA Dance – Request for Payment or Reimbursement Form within 30 days of travel.
8. Exceptions to this 30-day window must be approved by an Officer of USA Dance.
9. The traveler must also attach a copy of the email granting approval for the travel when submitting the Request for Reimbursement.

Approved By: USA Dance Governing Council

Effective Date: January 20, 2020

Next Review Date: January 2022.

Contact Person or Position: Senior-VP.