

**Gateway Chapter PVA
9738 Lackland Road
St. Louis, MO 63114**

March 9, 2009

Guidelines for Sport Points Funds Expenditures

Starting with the 2009 Winter Sports Clinic and continuing in the future for all events funded by the Gateway Chapter of the PVA, no monetary advancements will be distributed prior to an event unless expenses have been incurred prior to the event by the participant (e.g. airline or hotel bookings). Upon completion of the event (or after costs have been incurred by the participant prior to the event) documented expenses may be submitted for reimbursement. No funds will be reimbursed without proper receipts. Gateway PVA will expect to be reimbursed if a participant does not attend an event after receiving funding except in cases approved by the Gateway Board of Directors. Funding provided by the JB Post account will be taken into consideration when determining the baseline level of reimbursement from Gateway PVA. For example if a participant is awarded \$500 from the JB Post fund, Gateway PVA will only reimburse expenses greater than \$500. Receipts will have to be provided documenting the JB expenditures just like those for Gateway PVA. Expense reports will be reviewed on a weekly basis to expedite the reimbursement of expenditures to participants. **An expense report form will be provided by Gateway and must be used when submitting reimbursement requests.**

Below are guidelines to be used for determining if an expenditure is acceptable for Gateway PVA funding. In the future these guidelines may be revised as experience necessitates. The latest version will always be available from the Chapter office.

Allowable expenses:

Air Travel: Travel arrangements should be reasonably convenient for the traveler and at the lowest available coach fare for non-stop, if available, and if non-stop is not available, by the lowest available coach fare. Transportation to airport and parking expenses are allowable.

Land Travel: Individuals driving to the event will be reimbursed at the current Gateway PVA rate for round trip mileage using the most direct route as determined by Mapquest. Total driving mileage costs may not exceed air travel costs as defined above. If the traveler has an attendant, their air fare will also be included in computing the maximum mileage reimbursement. For example, the cost to fly to Milwaukee for the 2007 NVWG was about \$220. In that example, gas reimbursements will not exceed \$220 or \$440 when taking into account an attendant. Hotel parking expenses are allowable and considered separate of travel costs.

Hotel lodging for the event extends from the night before the event starts through the last night of the event. Hotel lodging, if shared with another person, will only be reimbursed up to the amount incurred. Hotel lodging while traveling would be considered allowable up to the maximum listed above under Land Travel. For hotel lodging to be reimbursable, the member must have traveled at least 500 miles on a given day.

Meal expenses not included with the event such as during the travel day prior to the event and the travel day after the event or for a banquet which is paid for separately, (e.g. the closing ceremony banquet at the NVWG) are deductible. Extra meal expenses associated with an attendant or spouse will count as authorized expenditures. Per diem amounts will not exceed 50% of the daily hotel rate. For example, with hotel costs of \$100 per day, allowable maximums for breakfast, lunch, and dinner combined are not to exceed \$50.

Examples of Unallowable Expenses:

- Tobacco products
- Alcohol
- Flight insurance
- In flight or hotel room entertainment
- Telephone calls
- Souvenirs and vacation related costs
- Parking or traffic tickets
- Personal toiletries and clothing
- Personal medicines

Original receipts and expense report must be hand-delivered or mailed to the Chapter office within 30 days of the ending date of the event. Your expense report will be reviewed by the Chapter Treasurer and at least one active board member. If you receive funding from both the Gateway PVA and the JB Post Fund, your receipt/expense for a particular item should be submitted only to one of those two funding sources. This will be verified against the other sources records, so please be careful when submitting your receipts.