FINANCIAL TRANSPARENCY

Travel Reimbursement Policy

ADOPTED BY THE BOARD OF DIRECTORS

January 5, 2026

ORGANIZATION

Foosball Clubs USA Inc., a 501(c)(3) nonprofit

This is the adopted version of this policy. Find every FCUSA policy at foosballclubsusa.com/policies. Questions are welcome at admin@foosballclubsusa.com.

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Travel Reimbursement Policy for Foosball Clubs USA Inc.

Purpose: This policy outlines the guidelines for travel reimbursement for individuals representing Foosball Clubs USA (FCUSA) while conducting official business. The objective is to ensure fair and consistent reimbursement of expenses incurred during business travel.

Eligibility: All employees, board members, contractors, and volunteers of Foosball Clubs USA are eligible for travel reimbursement when conducting official FCUSA business, including attending meetings, conferences, events, or any other activities as directed by the organization.

Reimbursement Guidelines:

1. Travel Arrangements:

- **Transportation:**

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- **Airfare:** Reimbursement is provided for economy class tickets. Flights should be booked in advance to secure the lowest possible fares.
- **Ground Transportation:** Includes mileage for personal vehicles, car rentals, taxis, rideshares (e.g., Uber, Lyft), and public transportation. Mileage will be reimbursed at the current IRS standard mileage rate.
- **Parking and Tolls:** Reimbursement is provided for parking fees and tolls incurred during business travel.

2. Lodging:

- **Hotel Accommodations:** Reimbursement is provided for reasonable hotel expenses, typically at mid-range hotels. All lodging should be booked in advance, and receipts are required for reimbursement.

3. Meals:

- **Meal Allowance:**
  - **Standard Daily Allowance:** $20 per day.
  - **Overnight Stay Allowance:** $50 per day if the individual is staying overnight.
  - **Alcohol:** Reimbursement for alcoholic beverages is not permitted.
  - **Receipts:** Receipts are required for meal reimbursements. In cases where per diem rates are used, receipts are not necessary.

4. Miscellaneous Expenses:

- **Incidentals:** Reimbursement is provided for reasonable incidental expenses, such as tips and service charges. The incidental allowance is $5 per day.
- **Communication:** Reimbursement for business-related communication expenses such as phone calls, internet access, and fax services.

Approval and Submission Process:

1. **Pre-Approval:** All travel must be pre-approved by the Executive Director, Executive Board or Board Treasurer.
2. **Expense Report:** Complete an expense report detailing all expenses incurred during travel. Attach all required receipts and documentation.

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3. **Submission:** Submit the expense report within 30 days of completing the travel to the Executive Director, Executive Board Member, or Financial Consultant.

Policy Compliance:

- **Receipts:** Original receipts must be provided for all expenses, except where per diem rates apply.
- **Timeliness:** Expense reports must be submitted within 30 days of the completion of travel.
- **Approval:** All expenses must be approved by the Executive Director, Executive Board or Board Treasurer.

Policy Review:

This policy will be reviewed annually by the Board of Directors to ensure it remains relevant and fair. Any amendments will be communicated to all employees, volunteers, and representatives.

By adhering to this travel reimbursement policy, FCUSA ensures that all travel-related expenses are managed effectively and fairly, supporting the organization's mission and activities.

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