TRAVEL POLICY

Sin City Fire Department Sports
Effective Date: January 1, 2026
Policy Version: 1.0
Approved By: Board of Directors

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1. PURPOSE AND SCOPE

This policy establishes guidelines for organization-sponsored travel for Sin City Fire Department Sports members participating in tournaments, competitions, and official organizational business.

Governing Documents: This policy operates under and is subject to the organization's Bylaws (Article [Financial Management]) and Tournament Reimbursement and Payment Policy.

Key Principle: All travel must be pre-approved by the board and serve the organization's mission of promoting mental and physical wellness among Las Vegas Valley first responders through competitive sports.

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2. TYPES OF COVERED TRAVEL

2.1 Tournament and Competition Travel

Travel to approved sporting events, tournaments, and competitions as outlined in the Tournament Reimbursement and Payment Policy.
Requirements:

- Must be approved via Tournament Sponsorship Application
- Subject to participation caps and budget availability
- Requires participant contribution per Tournament Policy Section 5

2.2 Organizational Business Travel

Travel for official board business, fundraising events, conferences, or organizational representation.
Requirements:

- Must be pre-approved by board majority vote
- Must serve direct organizational benefit
- Documented in board meeting minutes

2.3 Non-Covered Travel

The following travel is NOT covered:

- Personal vacations or leisure travel
- Family members or guests of participants
- Travel to non-approved events
- Travel for suspended or ineligible members

3. AUTHORIZATION AND APPROVAL

3.1 Pre-Approval Requirement

All travel requires written pre-approval before booking or incurring expenses.
Tournament Travel: Approved via Tournament Sponsorship Application process (Tournament Policy Section 3)

Organizational Business Travel: Requires:

- Written request to board
- Business justification
- Estimated budget
- Board majority vote approval
- Documentation in meeting minutes

3.2 Approval Authority

Spending Thresholds (per Bylaws):

- **Under $500:** Single board member approval
- **$500 to $2,000:** President or Treasurer approval
- **Over $2,000:** Two board member signatures required
- **Over $5,000:** Full board vote required

3.3 Emergency Travel

In rare emergency situations requiring immediate travel, the President or Treasurer may grant temporary approval, subject to full board ratification at the next meeting.

4. COVERED TRAVEL EXPENSES

4.1 Transportation

Airfare:

- Economy class only
- Lowest reasonable fare available at time of booking
- Direct flights preferred when cost difference is minimal (under $100)
- Baggage fees NOT covered (participant responsibility)

Ground Transportation:

- Rental car (economy or mid-size vehicle)
- Gas and mileage (IRS standard rate)
- Parking fees (reasonable rates)
- Tolls and necessary travel expenses
- Rideshare/taxi for airport transfers (reasonable rates)

Personal Vehicle:

- Mileage reimbursement at current IRS standard rate

- Requires prior approval
- Must be most cost-effective option compared to airfare + rental

4.2 Accommodations

Hotel/Lodging:

- Reasonable standard hotel rates (typically $100-$200/night depending on location)
- Tournament host hotel when required or cost-effective
- Shared rooms encouraged when appropriate (2-4 participants per room)
- Extended stay or apartment rentals for trips over 5 nights (if more economical)

Non-Covered Lodging Expenses:

- Room service or mini-bar charges
- In-room movies or entertainment
- Hotel upgrades or premium room types
- Resort fees (unless unavoidable)

4.3 Meals

Per Diem Rates:

- Maximum $30 per person per day for tournament travel
- Actual meal costs for organizational business travel (reasonable rates)
- Receipts required for reimbursement

Covered Meals:

- Breakfast, lunch, dinner during travel days
- Meals during tournament/event days
- Team meals when part of approved budget

Non-Covered Meal Expenses:

- Alcohol
- Excessive or luxury dining
- Snacks and personal food items
- Meals for non-participants

4.4 Other Approved Expenses

Tournament-Specific:

- Registration fees
- Required equipment (case-by-case approval)
- Mandatory tournament fees (parking, facility fees)

Organizational Business:

- Conference registration fees
- Required materials or supplies
- Business-related parking and transportation

5. NON-COVERED EXPENSES

The following are **NEVER** reimbursable:

Personal Expenses:

- Souvenirs, gifts, or personal shopping
- Entertainment or recreational activities
- Personal toiletries or clothing
- Laundry or dry cleaning (except trips over 7 days)

Travel Upgrades:

- First class or business class airfare
- Premium economy or extra legroom seats
- Hotel room upgrades
- Car rental upgrades beyond mid-size

Fees and Penalties:

- Late booking fees
- Cancellation fees due to participant error
- Traffic violations or parking tickets
- Lost or damaged personal items

Family and Guests:

- Any expenses for non-participating family members
- Additional hotel rooms for guests
- Meals or transportation for non-participants

Team Uniforms:

- Jerseys, uniforms, or team apparel (participant responsibility per Tournament Policy Section 6.2)

6. PAYMENT METHODS

6.1 Direct Payment (STRONGLY PREFERRED)

The organization will pay vendors directly whenever possible:

Direct Payment Process:

1. Participant provides vendor contact information
2. Treasurer or authorized board member arranges payment
3. Participant receives confirmation
4. No reimbursement form required

Advantages:

- Eliminates out-of-pocket costs for participants
- Reduces administrative burden
- Ensures budget compliance
- Prevents reimbursement delays

6.2 Organization Credit Card

For approved organizational business travel, authorized board members may use the organization credit card (if available) for direct expenses.

Requirements:

- Pre-approval obtained
- Receipts submitted within 7 days
- Credit card reconciliation monthly

6.3 Reimbursement (Exception Only)

Reimbursement permitted only when direct payment is not possible.

Reimbursement Requirements:

- Pre-approval letter obtained before travel
- Itemized receipts for all expenses
- Proof of payment (credit card statement, transaction confirmation)
- Reimbursement form submitted within 14 days of expense date
- Proof of participant contribution (if required)

Processing Timeline:

- Submission deadline: 14 days after return from travel
- Processing time: Up to 14 business days
- Payment method: Check or direct deposit

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7. PARTICIPANT CONTRIBUTION REQUIREMENTS

7.1 Tournament Travel Contribution

Per Tournament Reimbursement Policy Section 5:

- **Tournaments over $500 per participant:** Minimum 20% contribution required
- **Tournaments $500 or less per participant:** No minimum contribution required (board discretion)
- **Payment deadline:** 30 days before departure
- **Failure to pay:** Results in forfeiture of travel approval

7.2 Organizational Business Travel

Board Members and Officers:

- No participant contribution required for official board business
- Must be pre-approved and documented

General Members:

- Board may require contribution on case-by-case basis
- Determined during approval process

8. BOOKING AND PLANNING REQUIREMENTS

8.1 Advance Booking

Minimum Advance Notice:

- **Airfare:** Book at least 21 days in advance when possible
- **Hotels:** Book at least 14 days in advance
- **Rental Cars:** Book at least 7 days in advance

Late Booking: Requests for travel with less than 14 days notice require special board approval and written justification.

8.2 Cost Comparison

Participants must demonstrate cost-effectiveness:

- Compare at least 2 flight options
- Compare at least 2 hotel options
- Choose most economical option unless justified

8.3 Travel Insurance

Not Covered: Travel insurance is participant responsibility and not reimbursable.
Recommendation: Participants are encouraged to purchase travel insurance for trips over $1,000.

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9. TRAVEL CONDUCT AND EXPECTATIONS

9.1 Professional Representation

All travelers represent Sin City Fire Department Sports and must:

- Conduct themselves professionally at all times
- Follow all tournament rules and regulations
- Respect host venues and communities
- Avoid behavior that reflects poorly on the organization

9.2 Social Media and Public Relations

Participants are encouraged to:

- Share positive experiences on social media
- Tag the organization in posts
- Promote the organization’s mission
- Thank sponsors and supporters

9.3 Safety and Compliance

Participants must:

- Follow all local, state, and federal laws
- Maintain valid driver’s licenses for rental cars
- Report accidents or incidents immediately to board
- Carry emergency contact information

10. CANCELLATIONS AND CHANGES

10.1 Participant-Initiated Cancellation

Before Departure:

- Notify board immediately in writing
- Participant responsible for non-refundable costs
- Participant contribution is non-refundable
- Spot may be offered to alternate participant

After Departure:

- Participant responsible for all incurred costs
- Must return to organization any unused prepaid expenses
- May be required to repay organization sponsorship

10.2 Organization-Initiated Cancellation

Budget Depletion:

- Organization may cancel approved travel if budget is depleted
- Participants notified immediately
- Participant contributions refunded
- Organization not liable for participant-booked expenses

Participant Misconduct:

- Board may revoke travel approval for policy violations
- Participant responsible for all costs
- Participant contribution forfeited
- May result in membership suspension

10.3 Force Majeure

In cases of natural disasters, pandemics, or other unforeseeable events:

- Board will work with participants to minimize losses
- Refunds handled on case-by-case basis
- Travel insurance recommended

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11. PRIZE MONEY AND WINNINGS

11.1 Cash Prize Allocation

Per Tournament Reimbursement Policy Section 7:

If participants win cash prizes at organization-sponsored events:

- **50% returned to Sin City Fire Department Sports**
- **50% retained by participant(s)**
- Must report to Treasurer within 7 days
- Must pay organization within 30 days

11.2 Non-Cash Prizes
Trophies, medals, and merchandise may be retained by participants.

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12. RECORD KEEPING AND DOCUMENTATION

12.1 Required Documentation
Pre-Travel:
- Approved Tournament Application or Business Travel Request
- Pre-Approval Letter (if reimbursement method)
- Proof of participant contribution payment
- Travel itinerary and booking confirmations

Post-Travel:
- All itemized receipts
- Proof of payment
- Reimbursement forms (if applicable)
- Trip report (for organizational business travel)

12.2 Retention Period
All travel records retained for **7 years** per IRS nonprofit requirements.

12.3 Treasurer Responsibilities
The Treasurer shall:
- Maintain travel expense tracking log
- Reconcile all travel expenses monthly
- Report travel spending to board quarterly
- Ensure compliance with budget allocations

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13. POLICY VIOLATIONS AND CONSEQUENCES
13.1 Violations Include
- Unauthorized travel or expenses
- False information on travel requests
- Failure to submit required documentation
- Misuse of organization funds
- Unreported prize money
- Unprofessional conduct during travel

13.2 Consequences
First Violation:
- Written warning
- Required repayment of unauthorized expenses
- Probation from future travel (6 months)
- **Second Violation:**

- Suspension from travel sponsorship (1 year minimum)
- Required repayment of all travel costs
- Possible membership suspension

Serious Violations:

- Immediate suspension from all organization activities
- Required repayment of all travel costs
- Termination of membership (per Bylaws Article IV)
- Legal action for fraud or misappropriation

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14. COMPLIANCE WITH BYLAWS AND POLICIES

This Travel Policy is subject to and governed by:

Organizational Bylaws:

- Article [Financial Management]: Spending controls and approval thresholds
- Article [Membership]: Eligibility and conduct requirements
- Article [Board of Directors]: Governance and oversight responsibilities

Related Policies:

- Tournament Reimbursement and Payment Policy
- Code of Conduct (if applicable)
- Conflict of Interest Policy (if applicable)

Hierarchy: In case of conflict, Bylaws supersede this policy. This policy supersedes informal practices or verbal agreements.

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15. POLICY AMENDMENTS

This policy may be amended by majority vote of the board of directors. Members shall be notified of amendments within 14 days of approval.

Review Schedule: This policy shall be reviewed annually and updated as needed.

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16. QUESTIONS AND APPEALS

Questions: Contact the Treasurer or President for clarification on travel policy.

Appeals: Denied travel requests may be appealed in writing to the full board within 14 days of denial notification.

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17. ACKNOWLEDGMENT

All members requesting organization-sponsored travel must acknowledge receipt and understanding of this policy by signing the appropriate application form (Tournament Sponsorship Application or Business Travel Request).

APPROVED BY BOARD OF DIRECTORS:

President: ______________________________ **Date:** 10/30/2025

Vice President: ______________________________ **Date:** ____________