

USPA CLUB DELEGATE TRAVEL EXPENSE REIMBURSEMENT POLICY

1. Purpose

The USPA Club Delegate travel reimbursement will fund up to \$750.00 of expenses for traveling to and from each USPA Annual Meeting. These funds are available on a first come, first serve basis.

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. It is the policy of the United States Polo Association to reimburse only reasonable and necessary expenses actually incurred.

When incurring business expenses, the United States Polo Association expects board members and officers to:

- Exercise discretion and good business judgment with respect to those expenses.
- Be cost conscious and spend the United States Polo Association'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.

2. Expense Report

Expenses will not be reimbursed unless the individual requesting reimbursement submits a written Expense Report. The Expense Report, which shall be submitted within two weeks of the completion of travel.

3. Receipts

Receipts are required for all expenditures. No expense will be reimbursed unless the individual requesting reimbursement submits with the Expense Report written receipts from each vendor (not a credit card receipt or statement) 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).

4. Non-reimbursable Expenditures

The United States Polo Association maintains a strict policy that expenses in any category that could be perceived as lavish or excessive will not be reimbursed. 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 the United States Polo Association and the individual elects to stay elsewhere, reimbursement is made at the amount no higher than the rate negotiated by the United States Polo Association.
- Limousine travel
- Movies, liquor, or bar costs
- Membership dues at any country club, private club, athletic club, golf club, tennis club or similar recreational organization
- Participation in or attendance at golf or tennis tournaments, races or other sporting events, etc.
- Spa or exercise charges
- Clothing purchases
- Business conferences and entertainment
- Car washes
- Toiletry articles
- Expenses for spouses, friends, or relatives

5. Miscellaneous Information

Please be advised the IRS standard mileage rate is renewed annually and at times varies during the year.

Beginning Jan. 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) is:

- 53.5 cents per mile for business miles driven