



Travel Reimbursement

Special Olympics Virginia – Loudoun County



PURPOSE:

To explain the process for obtaining reimbursement for travel expenses related to Special Olympics competitions and other approved competitions. Title: Travel Reimbursement

APPROVAL:

Effective Date: 3/18/2009 all reimbursements related to travel must be pre-approved by a majority of the Loudoun Special Olympics Council. All travel will be approved on a case-by-case basis and must be submitted a minimum of 5 business days prior to travel.

TRANSPORTATION:

1. Reimbursements will only be allowed when Loudoun County Parks, Recreation and Community Services (PRCS) does not organize transportation to and from a competition. PRCS will provide transportation as often as possible to promote team travel in order to assure timeliness and supervision.
2. Reimbursements will only be allowed in the case that one or more Special Olympic athletes are being transported in the vehicle.
3. Gas reimbursements will only be allowed when (1) approved by Loudoun Special Olympics Council and (2) the original receipt is submitted upon completion of the event to the Loudoun Special Olympics Council treasure or Area Coordinator within 10 business days.

LODGING:

1. Lodging for overnight stays must be necessary and reasonable. It is Special Olympics Council discretion (with consideration of circumstances, such as distance from home and times that competition begins and ends) as to what constitutes legitimate need for overnight lodging.
2. Receipts Must be submitted upon completion of the event to Special Olympics Council treasurer or area coordinator within 10 business days
3. Reimbursement will NOT be granted for parents/families members who accompany the delegation to a competition and are not registered with the official Area 14 – Loudoun Special Olympics delegation.

Meals:

Please see Meals Policy



Meal Reimbursement

Special Olympics Virginia – Loudoun County



PURPOSE:

To establish guidelines for purchasing athlete and volunteer meals while away at regional and/or state Special Olympics competitions and other approved competitions or travel.

APPROVAL:

Effective Date: 3/18/2009 all reimbursements related to meals must be pre-approved by a majority of the Loudoun Special Olympics Council. All travel will be approved on a case-by-case basis and must be submitted a minimum of 5 business days prior to travel. Onetime per /case bases the approval by the area coordinator for one meal may be approved.

GUIDELINES:

1. Receipts **MUST** be obtained and submitted for all purchases
2. Meals are not provided at local competitions (i.e. events held in Loudoun County that are hosted by Area 14- Loudoun County).
3. Loudoun County Special Olympics provides/purchases meals for athletes, coaches, and unified partners only when attending competitions.
4. In cases where meals are not provided by the competition host, meal guidelines rates are as follows:

Breakfast:	\$7
Lunch:	\$7
Dinner:	\$15

REIMBURSEMENTS:

- 1) Requests for meal reimbursements must be submitted with receipt to the Special Olympics Council treasurer or area coordinator for approval. Receipts must contain establishments name, date and cost.
- 2) Meal reimbursements will only be approved when:
 - a) Preapproved by the Special Olympics Council or a one time by the area coordinator
 - b) Meals are not provided by the competition host or by Area 14 Loudoun Special Olympics.