

**American Mock Trial Association**  
**Travel and Reimbursement Policy**

Individuals who incur expenses in their course of performing AMTA-related duties at AMTA-sanctioned tournaments are entitled to reimbursement of reasonable expenses. Those seeking reimbursement are bound by the following policies.

1. Requests for expenses must be submitted via AMTA's current online expense management software (currently Expensify), which must include the representative authorizing reimbursement via direct deposit. If a AMTA Representative cannot use the online expense management software, they must seek advance written permission from the Treasurer before beginning their AMTA Representative service.

2. Requests for reimbursement must be submitted to the Treasurer within 60 days of incurring the expense. Failure to do so will result in a waiver of the right to reimbursement for that expense.

3. Expenses for which receipts cannot be obtained (tolls, cab fare, etc.) must be explained in the appropriate place in the online expense management software or in an e-mail directed to the Treasurer.

4. The following policies apply to travel expenses:

(a) AMTA will reimburse airfare and related expenses (*e.g.*, airfare, checked baggage, and in-flight wi-fi) up to \$400.00. Any expenses over \$400.00 will not be reimbursed unless approved by the Treasurer or the Treasurer's designee prior to purchase.

(b) AMTA will reimburse mileage for personal vehicles driven up to \$400.00. Mileage will be reimbursed at the then-current IRS rate, using Google Maps for distances for inter-city travel and traveler estimate for vicinity mileage. Any expenses over \$400.00 will not be reimbursed unless approved by the Treasurer or the Treasurer's designee prior to travel.

(c) AMTA will reimburse other methods of travel (*e.g.*, train travel or for the use of institutional vehicles) up to \$400.00. Any expenses over \$400.00 will not be reimbursed unless approved by the Treasurer or the Treasurer's designee prior to purchase.

(d) AMTA will reimburse representatives for costs for rental cars and related expenses, including fuel, up to \$200.00. Any expenses over \$200.00 will not be reimbursed unless approved by the Treasurer or the Treasurer's designee prior to travel.

(e) AMTA will reimburse the costs of rideshare services and taxis up to \$125, per AMTA Representative, inclusive of all taxes, fees, and charges. Any reimbursable rideshare or taxi costs must be for the purposes of traveling to and from a tournament location, hotel, airport or other location used by an AMTA Representative for the purposes of their service. If an AMTA Representative wishes to seek reimbursement of rideshare expenses over \$125.00, the post-tournament reimbursement request must include an explanation and justification for the expense

(i.e. surge pricing, extended distance traveled based on host, etc.). Overage requests will be reviewed by the Treasurer or the Treasurer's designee for a decision regarding reimbursement.

5. AMTA will reimburse the cost of a standard single-occupancy hotel room. Any hotel rate that exceeds a nightly average of \$175.00 for the course of the hotel stay, inclusive of taxes and fees, but exclusive of other costs (*e.g.*, wi-fi fees and parking) must be authorized by the Treasurer or the Treasurer's designee.

6. Meals will be reimbursed up to \$50.00 per day, inclusive of taxes and tips. Itemized receipts **must** accompany reimbursement requests for meals, including room service. No meal will be reimbursed without an itemized receipt. A maximum of 20% should be used when calculating tips. AMTA will not reimburse costs for alcoholic beverages.

7. AMTA representatives may request advances for travel by submitting a Request for Advance Form to the Treasurer or the Treasurer's designee.

8. All expense reimbursement requests are subject to review and approval by the Treasurer. Any requests for reimbursement by the Treasurer are subject to review and approval by the President.

9. AMTA will not reimburse any expenses for a spouse or guest accompanying an AMTA representative, unless such individual is also authorized to serve as a representative of AMTA.