

New Trier Sailing NFP Travel Expense Reimbursement and Sailor Roster

General Policy

New Trier Sailing NFP (NTS) will reimburse the reasonable and necessary travel expenses incurred by chaperones in connection with attendance by the chaperones and member sailors at away regattas. The travel expenses for local regattas are typically just paid by the sailors attending the regattas.

All requests for reimbursement must be submitted to the Treasurer within 30 days of the regatta using the NTS Expense Reimbursement Form (see attached). The Expense Reimbursement Form must be completed in full, including the listing of the sailors in attendance, and accompanied by original receipts for the expenses incurred.

Travel planning and reservations for away regattas (e.g., air transportation, lodging, car rental, etc.) must be coordinated with the Away Regatta Chairperson prior to making any reservations.

Policy on Specific Types of Expenses

- **Airfare** – Sailors are individually responsible to purchase their own airfare when flying to away regattas. Chaperones will be reimbursed for the reasonable cost of coach/economy airfare.
- **Personal Auto** – Chaperones will be reimbursed for the actual cost of gas to travel to and from away regattas. Any tolls or parking expenses will also be reimbursed.
- **Taxis and Rideshare** – Taxi or rideshare fares incurred as local transportation at away regattas will be reimbursed.
- **Car Rental** – Car or van rental costs will be reimbursed if this mode of transportation becomes necessary because of the unique location of the regatta or other special circumstances.
- **Hostess Gifts** – Out-of-pocket expenses for hostess gifts will be reimbursed up to a maximum of \$50.
- **Lodging** – Every effort should be made by NTS and the chaperones to use lodging in personal homes as arranged by the organizers of regattas. In the instances where there are no other housing options, reimbursement will be made for reasonable hotel/motel room or house/apartment rental (e.g., Airbnb, VRBO) charges and associated taxes and fees for away regattas.
- **Meals and Snacks** – Reasonable actual expenses for meals and snacks, when not provided by the away regatta hosts, shall be reimbursed.
- **Regatta Registration Fees** – Actual out-of-pocket expenses for regatta registration fees shall be reimbursed. Regatta registration fees may be paid in advance directly by NTS via NTS checks or with the NTS debit card when the regatta application is submitted. However, registration fees for local regattas are typically just paid by the sailors attending the regattas.
- **Regatta Security Deposits** – Security deposits not refunded will be reimbursed. Security deposits are typically paid directly by NTS via NTS checks and are usually expected at the start of the regattas. If no damages are incurred, the host sailing organizations should return or destroy the checks.

Expense Allocation

The expenses incurred in connection with regattas are allocated to the attending sailors. The Treasurer will maintain a running total for each sailor. At the end of each semester, the Treasurer shall invoice each sailor for the total expenses allocated to such sailor.

Adopted: December 18, 2017