

BAYOU REGIONAL VOLLEYBALL ASSOCIATION

REIMBURSEMENT POLICY For persons conducting BRVA business

Persons conducting business in behalf and with the prior approval of the Bayou Regional Volleyball Association (BRVA) will be reimbursed in accordance with the following guidelines.

1. REIMBURSABLE CATEGORIES:

- a. Travel
 - i. Mileage (r/t travel over 100 miles) at current IRS Standard Mileage Rates, or
 - ii. Airfare not to exceed 21-day advance purchase rate.
 - iii. Whichever is less expensive to the BRVA.
- b. Hotel accommodations
 - i. Reimbursed or provided for BRVA board members, or assigned representatives, who travel > 150 miles for the purpose of approved business lasting beyond 8PM.
- c. Per diem
 - i. By current IRS rate if travel is overnight, or
 - ii. If 1-day travel and return is more than 8 hours or 250 miles
- d. Car Rental
 - i. Only for meetings held at a site where air travel is required to attend and no other transportation (i.e. shuttle) is available.
 - ii. Vehicle type:
 1. Compact car - up to 2 adults
 2. Mid-size car - 3 to 4 adults
 3. Mini-van - 5 to 7 persons
 4. Other as approved by BRVA Commissioner
 - iii. Insurance coverage should be accepted and will be paid for by the BRVA.
- e. Administrative
 - i. Copies and other supplies
 - ii. Facility rental
 - iii. Equipment rental
 - iv. Refreshments for approved BRVA meetings
- f. Miscellaneous
 - i. Parking fees
 - ii. Official function fees

2. REIMBURSABLE EVENTS

- a. Bayou Regional Volleyball Association Board of Directors meetings
 - i. Board members only
- b. USA Volleyball Regional Operations Division (ROD) meetings
 - i. Commissioner or appointed representative.
- c. USA Officials Division Administrative meetings
 - i. Held in conjunction with the USA Adult Championships
 - ii. Referee Chair or appointed representative, and
 - iii. Scorekeeper Chair or appointed representative
- d. USA Youth/Junior Olympic Volleyball Division (YJOV) meetings
 - i. BRVA Junior Development Chairperson or appointed representative.
- e. BRVA sanctioned Rules, Impact, CAP and other player or coaching development clinics.
 - i. Primary clinician only
- f. Sanctioned events requiring the presence of a BRVA representative in an official capacity.

3. AMOUNTS SPECIFIED

- a. Honorarium
 - i. Clinician
 1. \$100 p/clinic(s) lasting up to 5 hours in one day.
 2. \$150 p/clinic(s) lasting from 5 to 10 hours in one day.
 - ii. Rater
 1. \$20 per assigned match
 - iii. Acting as an Official Bayou Regional representative
 1. \$100 p/event(s) lasting up to 6 hours in one day.
 2. \$175 p/event(s) lasting up to 12 hours in one day.

