

**National Ski Patrol
Southern Division
Travel Reimbursement Policy**

Approved: 02/28/2024

Revised:

Policy:

This Policy will supersede the current Southern Division Policies and Procedures (SD P&P), Revision 08.2007, Page 23 of 61. When the SD P&P are revised, this Policy will expire. The Southern Division follows the IRS standards for “Accountable” travel documentation that states the purpose, dates, origin, and destination of the travel.

This Policy only addresses the amount of reimbursement for the following expenses:

1. Lodging:
 - a. The lesser of actual cost or \$90.00 per night inclusive of taxes.
 - b. A receipt will be required. Electronic formats are required.
2. Mileage:
 - a. Actual mileage to and from the destination using the most reasonable route.
 - b. Mileage will be reimbursed at \$0.32 per mile.
 - i. NOTICE – Any amount paid over the amount set by the IRS for charitable mileage reimbursement must be declared as income. Check with your CPA or accountant for current IRS regulations.
 - ii. The Southern Division will issue a 1099 for annual amounts in excess of the IRS reporting limits.
 - iii. The individual may decline the reimbursement which exceeds the current IRS Charitable Mileage Rate.
 - c. A written request that documents the purpose, dates, origin, and destination must be submitted to request reimbursement. Electronic formats are required.

All other expense reimbursements will follow the SD P&P.