



ABGA & JABGA Travel Policy

The object of this policy is to combine all aspects of ABGA and JABGA Travel under one policy by Sections, as outlined below:

A. Approved Travel

1. Reimbursement for travel to any seminar, conference, show or other activity as an ABGA or JABGA representative will require prior approval of the ABGA Executive Director or the ABGA President unless it falls within the prior approved yearly budget.
2. All travel by ABGA office staff, employees or contract labor on behalf of ABGA or JABGA will require prior approval of the ABGA Executive Director.
3. Any travel that exceeds the prior approved yearly budget must have prior approval by the ABGA Board of Directors.
4. If travel is approved through appropriate channels, travel will be reimbursed as outlined in this policy.

B. Reimbursement of Expenses:

1. All reimbursement requests must be on the ABGA Travel Expense Form.
2. The ABGA Travel Expense Form and all detailed receipts must be turned into the ABGA office within 14 days of the conclusion of travel for the event.
3. Expenses turned in after 14 days will not be reimbursed.
4. Meal receipts must show items ordered. Credit card slips showing only a total will not be accepted.

C. Air Travel

1. It is required that round trip air fare be booked a minimum of 14 days in advance of the event.
2. Any air travel booked less than 14 days in advance will be reimbursed at fifty percent of allowed fees.
3. No upgrades will be reimbursed by ABGA.
4. Round trip mileage from the director's home to the airport will be reimbursed at the current IRS mileage rate.
5. Reimbursement for airfare and rental car will be given up to the equivalent of mileage if travel was completed by vehicle.
6. Airport parking will be reimbursed for economy/standard lot rate. Any expense over standard parking will be the responsibility of the director.
7. If a rental car is required, the director will be reimbursed for an economy vehicle when the original, detailed receipt is received.
8. Local transportation (bus, taxi, subway, etc.) will be reimbursed at the exact rate with a receipt.
9. Toll expenses will be reimbursed at exact rate with a receipt.

10. Tips will be reimbursed at a rate of twenty percent of the receipt. Maximum amount of tip reimbursed will be \$10.00 per day when no receipt is submitted.

D. JABGA Travel

1. This section is in addition to all other aspects of the travel policy.
2. Each youth and parent shall be provided with the cell phone number of Chaperone/Youth Coordinator for contact throughout the travel.
3. Each youth will be picked up and dropped off at the given airport by the Chaperone/Youth Coordinator.
4. Flight for the Chaperone/Youth Coordinator will be booked for one day after youth depart.
5. Chaperone/Youth Coordinator will be available to assist as needed with airport items but may not be available to enter secured areas.
6. Parent or guardian signature will be required on the travel authorization form.
7. Parents shall send their youth only if they feel that the youth is both old and secure enough in their judgments to travel without an adult chaperone.
8. Parents are responsible for all travel costs incurred for a youth that must return home before the end of the event.

E. Mileage:

1. Round trip mileage from the director's home will be reimbursed at the current IRS mileage rate.
2. Reimbursement for mileage will be given up to equivalent of airfare and rental car amount.

F. Meals:

1. Meals will be reimbursed up to a total of \$50.00 per day when itemized receipts are submitted with the ABGA Travel Expense Form.
2. No alcohol will be reimbursed.

G. Hotel:

1. ABGA will secure hotel reservations and will be responsible for payment.
2. If a participant chooses not to stay at the hotel at which reservations have been made, that participant will be responsible for the expense of other accommodations.
3. Reimbursement for alternate accommodations will be made for the lesser of the actual expense of other accommodation or a rate equal to that secured by ABGA.
4. ABGA will only be responsible for hotel expenses beginning the day before the start of the activity and ending the day after the conclusion of the activity.

H. National Show Travel:

1. Expenses incurred in conjunction with the National Show beginning one day prior to show date and continuing through the National Show will be reimbursed as outlined in this policy.
2. Expenses will only be reimbursed for those individuals that have been approved prior to the event by the ABGA Executive Director or the ABGA President.

I. Supervisors of JABGA Youth

1. Any supervisors of Youth must pass a background check designed to protect youth with ABGA.
2. Any adult that is acting in a supervisory position for JABGA members during an approved event will be required to:
 - a. Respect the individual rights, safety, and property of others and not use obscene or discriminatory language.
 - b. Have a valid driver's license and carry proof of automobile liability insurance if the adult is to use a motor vehicle to transport self or others. Also, ensure that all passengers use seatbelts.
 - c. Not possess or use alcohol and/or illegal drugs (or be under the influence thereof) while involved in any JABGA event, meeting, or activity.
 - d. Make all reasonable efforts to supervise the team, account for members' whereabouts, and not leave the site.
 - e. Not allow any youth to leave the event premises unless written authorization from the youth's parent/guardian is given prior to the event.
 - f. Not allow unauthorized visitors to participate in group activities.
 - g. Never be alone with a youth. A 2:1 ratio of adults to youth shall be maintained at all times.
 - h. Complete and keep on person the Youth Emergency Contact List.
 - i. Represent the JABGA to youth and adults by conducting themselves courteously in manner and language, serving as a positive role model, and demonstrating reasonable conflict resolution skills.

Effective 1-20-2022