

REIMBURSEMENT POLICY

**This KnoxVelo Reimbursement Policy is effective January 1, 2010.
The policy is subject to change without notice by the officers, due to a lack of funding or other discretionary reasons**

KnoxVelo Reimbursement Policy

Race Team Members

- * \$23 annual membership fee.
- * Reimbursement will be up to \$25 for TBAR and TORBAR events, or triathlons and adventure races (including the 12 Hours of the Hill of Truth at Haw Ridge) that begins and ends in the state of Tennessee. Up to \$25 each will also be reimbursed for no more than two century rides in Tennessee.
- * Reimbursement will be 50%, up to \$20, for out of state events (75%, up to **\$30.00**, for TBAR and TORBAR Champions **also including Road P1/2 and MTB P/Expert Level riders**).
- * Events sponsored by KnoxVelo are discounted to \$5 for all KnoxVelo members, and are not reimbursable.
- * There will be a \$750 annual limit on reimbursement per team member.
- * Each team member is required to be an active member of at least one of the following committees: Community Events, Junior Development, Mountain Bike Race, Road race or Sponsorship.

Club Members

- * \$23 annual membership fee.
- * Reimbursement will be up to \$20 for: in state century rides; races in Knoxville, including events organized by other clubs; and the 12 Hours of the Hill of Truth at Haw Ridge.
- * Reimbursement for out of state century rides will be 50%, up to \$15.
- * Events sponsored by KnoxVelo are discounted to \$5 for all KnoxVelo members, and are not reimbursable.
- * There will be a \$375 annual limit on reimbursement per club member.

Junior/U23 Team

- * No annual membership fee.
- * Juniors will receive reimbursement up to \$25 for any event, in or out of state.
- * **Juniors will receive out of state reimbursement after completion of 5 instate events.**
- * There will be a \$500 annual limit on reimbursement for juniors.
- * A reasonable Grade Point Average is encouraged, and will be determined by each junior's parents/guardians.
- * KnoxVelo will provide at least partial reimbursement, to be determined by the Board of Directors, of expenses incurred up to \$200 for eligible juniors at the Southeast Regional Junior Development Camp (road or mountain bike) held in June:

...the \$200 camp/race reimbursement is in addition to the \$500 annual limit.

...a member can submit multiple camps or races but the \$200 is a maximum per member per year.

REIMBURSEMENT POLICY

...a junior can utilize qualifier or regional/national race entry fees for either their \$500 race fee limit or part of their \$200 camp/race reimbursement but these fees can not be utilized twice.

* If jerseys are being reimbursed the junior must:

...be junior/U23 qualified.

...obtain an annual license or have one day licenses or do a century/endurance event.

...race or plan on racing a set number of races or a series.

...commit to doing club volunteer activities.

Extra Reimbursements

* Members are encouraged to facilitate activities which foster team building and the mentoring of new/junior members.

* A member must seek approval of an activity and related expense prior to incurring the cost.

* If under \$50 the member will need only one officer to approve it.

* If above \$100 at least two officers should approve the activity and related expense.

* A maximum of \$200 in any month would apply, unless exception is granted by all officers.

* These activities and expenditures are encouraged through out the entire year.

* The officer(s) should evaluate the activity giving consideration to the spirit of team building and the mentoring of new/junior riders.

* The officer(s) should consider overall club expenditures for the year and available club funding.

* The officer(s) granting approval should promptly inform other officers of approvals granted so that the monthly maximum is not exceeded.

* Reimbursements made under the Extra Reimbursement Policy are not subject to the annual limits for Race Members or Junior/U23 Members.

Out-of-Town Reimbursements

Members are encouraged to utilize the "Extra Reimbursement" section of our policy. This will foster team development activities, and additional reimbursement for out-of-town

expenses may be possible under the aforementioned section. Qualified members are defined below and are eligible to receive the following out of town reimbursements:

* Qualified members include Road P/1/2 & MTB P/Expert & J/U23 riders, and

* Qualified members will be reimbursed the lower of 50% of the actual gasoline costs or a maximum per round trip.

* Qualified members will be reimbursed the lower of 50% of actual hotel costs or a maximum rate per night.

Gas and hotel receipts will be required for reimbursement with maximum limits established as follows:

* Gas – Round trip miles not to exceed 800 miles without officer approval.

i.e. 800 miles @ 20 mpg = 40 gal. @ \$2.50/gal. = \$100 @ 50% = \$50 max.

REIMBURSEMENT POLICY

- * Hotel – Reasonable rate per night is assumed to be \$60/night.
i.e. \$60/night @ 50% = \$30 maximum per night per individual not to exceed actual cost.

Other guidelines (these apply to Team, Club and Junior/U23 Members)

- * No reimbursement will be made for
 - ...late fees
 - ..."DNF" (Did Not Finish), except if due to mechanical failure or being pulled off by an official after being lapped.
 - ..."DQ" (Disqualified)
 - ... charitable events
- * KnoxVelo Jerseys must be worn at all events to be eligible for reimbursement. TBAR/TORBAR Champions are exempt if wearing the state champ jersey.
- * KnoxVelo membership fees must be submitted to the treasurer prior to reimbursement of events.
- * Members have 60 days from the date of the event to claim reimbursement.
- * Reimbursement checks must be claimed at KnoxVelo meetings.
- * Reimbursement will be made starting with the first TBRA race and ending with the last TBRA race or the Haw Ridge 12 Hour race, whichever is later.
- * Any member requesting reimbursement must volunteer at three or more approved events in 2010. Checks may be issued for those who have completed two of their three required service times, if they have signed up for an event that is late in the season. A list of approved events will be posted at www.knoxvelo.org.

As submitted for approval on January 1, 2010