



Entertainment & Recreation Program Policy and Procedure

Please read the policy and procedure below.

DISCLAIMERS / WAIVERS / CONSENT

To be eligible for any Paralyzed Veterans of America – Wisconsin Chapter (PVA-WI) program/benefit, an individual must be in good standing with the organization, must not be under suspension or subject to disciplinary action, and must conduct themselves in a manner that does not disparage PVA-WI's reputation or mission.

Eligibility Requirements for PVA-WI Programs/Benefits

To participate in PVA-WI programs/benefits, individuals must:

- Meet the eligibility requirements for the applicable program/benefit as outlined in this Manual.
- Comply with all obligations described in the PVA-WI Chapter bylaws, this manual, and any required registration forms. Noncompliance will result in suspension of eligibility until the requirements are met and approved.
- Agree to complete a brief survey, if requested, to aid in research or donor development efforts.

Additional Program Information

- Programs/benefits, policies, and procedures may change at any time and are contingent upon the availability of chapter funds.
- Applications and forms are available at: <https://wisconsinpva.org/formspolicies-procedures>
- For questions or additional information, email info@wisconsinpva.org or call (414) 328-8910.
- All application materials will be kept confidential.

Liability Waiver

By participating in PVA-WI events or programs, participants release and discharge PVA-WI, event organizers, sponsors, volunteers, staff, property owners, affiliated organizations, and their representatives from any liability, claims, or actions arising from injury, loss, or damage experienced while participating in, observing, or traveling to or from an event.

Media Consent

By participating in PVA-WI programs or events, participants grant permission to PVA-WI to use their verbal or written statements, photographs, digital images, and audio or video recordings. These materials may be used for publicity, promotional, educational, or informational purposes, including but not limited to newsletters, websites, social media, marketing materials, and other PVA/PVA-WI communications, in any medium now known or developed in the future.

ENTERTAINMENT & RECREATION PROGRAM POLICY & PROCEDURE

Eligibility

- **Life Members:** Eligible
- **Associate Members:** Not eligible

The Entertainment & Recreation Program assists PVA-WI members in participating in therapeutic, leisure-based, community, and entertainment activities that promote well-being, community engagement, and quality of life. This program can also provide financial support for adaptive recreation, non-competitive therapeutic activities, and member-selected items/entertainment outings. All reimbursement requests are subject to Board of Directors approval and contingent upon the availability of chapter funds.

Reimbursement Amounts & Limits

- **Life Members:** 2 reimbursements per fiscal year (October 1 – September 30); maximum reimbursement per event/item(s): **\$250**

Eligible Activities & Expenses

1. Adaptive & Therapeutic Recreation Events

- Adaptive leisure and hobby activities
- Therapeutic recreation programs
- Fitness center memberships
- Approved adaptive recreation equipment

2. Entertainment Events

Examples include, but are not limited to:

- Movies
- Concerts and live performances
- Dining out
- Sporting events
- Community festivals
- Museum or cultural outings

3. Eligible Expense Types

- Tickets or entry fees
- Equipment or activity fees
- Additional travel-related expenses as outlined in the PVA-WI Travel Policy (see pages 4-5).
- Other documented costs directly related to participation

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Request for Funding & Reimbursement Procedure

1. Pre-Approval Requirement

To be eligible for reimbursement, participants must submit an online **financial request form** at least **30 days before** the event or before making any purchases or commitments.

- Form available at: <https://wisconsinpva.org/financial-request-form>.
- Applicants will receive an approval decision via email within **2 weeks** of submission.

2. Expense Report Submission

Once approval is received and the event has concluded, participants must submit an online **expense report** within **30 days** at <https://wisconsinpva.org/expense-report>.

- Expense report must include:
 - Itemized purchase receipts
 - Banking information for direct deposit
 - A brief event summary and photos of participation
 - Photos of equipment/adaptive recreation purchase if involved.

Documentation & Reporting

- Acceptable documentation includes itemized, legible receipts, credit card statements, and invoices.
- Banking information (deposit slip, voided check, or screenshot of account/routing numbers) is required for ACH transfer (direct deposit) reimbursement.
- Lost receipts cannot be reimbursed.
- Once expense reports are submitted, members may not amend or add additional expenditures.
- Only expenses personally paid by the participant are eligible. Costs paid by another individual, organization, sponsor, or third party are not reimbursable.

Photographs & Participation Report Requirements

- Participants must provide photographs of themselves at the event or of the equipment/adaptive recreation purchases as a condition of reimbursement.
- A brief written summary of the event.

Reimbursement Processing

- Reimbursement processing may take up to **30 days** after all required materials are received and the application is formally approved.
- All payments are issued via **ACH transfer** (direct deposit).

PVA-WI TRAVEL POLICY

PVA-WI provides reimbursement to help reduce the travel costs associated with participation in events under the Adaptive Sports and Entertainment & Recreation Programs. These funds are intended to reduce financial burden but are not designed to cover all expenses.

Lodging

- **Approved lodging nights** may include the days of the event and one night prior. Lodging is eligible for reimbursement only if the participant lives more than 50 miles from the event location, unless the event registration states otherwise and proper authorization has been granted.
- **Reimbursement is limited to the contracted hotel rate.** If the participant chooses to stay elsewhere, reimbursement will not exceed the contracted rate.
- **Incidental charges**—including food, beverages, hotel restaurant expenses, entertainment, damages, and similar costs—are not reimbursable.
- **Cancellation fees and unused room nights** resulting from late arrival or early departure are not eligible for reimbursement.

Meals

- Per diem for meals is provided on a daily basis, except on days when meals are supplied by the event.
- The first and last days of travel are reimbursed at 75% of the applicable daily per diem rate.
- Meal receipts should not be submitted with the expense report.
- Meal per diem reimbursements are based on GSA per diem rates for the event location, determined by ZIP code.
- Current GSA per diem rates can be found at: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Transportation

- The most cost-effective transportation option available should be used.
- PVA-WI will cover the cost of wheelchair-accessible transportation ride services, such as Tootl, when used for approved program activities.
- **Personal Vehicle (Driving)**
 - Mileage is reimbursed at the current IRS standard rate for round-trip travel (**72.5 cents** as of January 2026) using the most direct route as shown on Google Maps.
 - Local trips during the event (e.g., hotel ↔ venue) are not reimbursable.
 - Gas receipts are not accepted and should not be included in expense reports.
- **Rental Cars**
 - Rental cars are not allowed unless pre-approved. Approval requires proof that a rental car is the most cost-effective option compared to other alternatives.

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- Requests must be submitted in the notes section of the financial request form.
- Mileage may not be claimed when receiving reimbursement for a rental car.

- **Air Travel**

- Reimbursement is limited to the most economical one-stop coach fare.
- First-class, business class, or upgraded seats are not reimbursable.
- Transportation to and from the airport to the event using a ride service (Uber, Lyft, Tootl) is eligible for reimbursement, unless shuttle services are provided by the event.
- **Luggage**
- Baggage fees are reimbursed only when the airline charges them.
- Only items required for the event (e.g., wheelchairs, sports equipment) qualify for reimbursement.

- **Parking Costs**

- Hotel and airport-related parking fees are reimbursable with proof of purchase.