

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, mileage and per diem is only eligible for reimbursement if the participant lives more than 50 miles from the event location, unless the event registration states otherwise and proper authorization has been granted.

Lodging

- **Approved lodging nights** may include the days of the event and one night prior.
- **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 mileage rate for round-trip travel, using the most direct route as calculated by Google Maps.
 - Mileage for intermediate stops, detours, or other additional travel is not eligible for reimbursement (e.g., hotel ↔ venue).
 - Gas receipts 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.
- Baggage (personal effects).
- Additional baggage fees are reimbursed only when the airline charges them, and only for 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.