



USA SHOOTING TRAVEL POLICY

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1. Purpose

The purpose of this Travel Policy is to establish consistent, transparent, and fiscally responsible standards for all travel conducted on behalf of USA Shooting. It ensures that staff, athletes, coaches, team leads, volunteers, Board members, and other potentially authorized travelers understand the requirements for planning, approving, documenting, and reconciling travel-related expenses. The policy is designed to promote the efficient use of organizational resources, support safe and practical travel arrangements, maintain compliance with financial and audit obligations, and uphold the integrity of USA Shooting's operations. It also outlines the responsibilities of travelers and approvers so that all travel is conducted in a manner that is fair, accountable, and aligned with organizational goals.

This procedure further establishes the expectations and safeguards for athletes, coaches, team leads, and volunteers who participate in competitions or training under fully or partially self-funded arrangements. It ensures that self-funded activities are approved in advance, aligned with USA Shooting's competitive and organizational priorities, and conducted with clear fiscal responsibility, consistent booking practices, and required insurance protections.

2. Definitions

“Travelers” refers to all individuals who undertake travel on behalf of USA Shooting or whose travel may be funded, reimbursed, coordinated, self-funded or otherwise supported by USA Shooting. This includes:

- Employees – full-time, part-time, and temporary staff.
- Athletes – members of USA Shooting teams or development programs traveling for training, competition, or official events.
- Coaches and Team Leads – individuals assigned to support athlete preparation, training, or competition.
- Volunteer Staff and Officials – individuals performing authorized duties for USA Shooting without employee status.
- Board Members – individuals serving on the USA Shooting Board of Directors when traveling for approved and budgeted organizational business.
- Contractors or Consultants – individuals whose travel is authorized under the terms of their engagement with USA Shooting.
- Other Authorized Individuals – any person specifically approved by the CEO, COO, or their designee to travel on behalf of USA Shooting.

For purposes of this policy, all Travelers are responsible for complying with the requirements for planning, documentation, conduct, and reconciliation of travel, regardless of funding source or role.

“Self-funded” refers to any athlete, coach, team lead or volunteer who participates in a competition or training event under an arrangement in which they are responsible for paying all or part of their travel, registration, or participation expenses. This includes situations where USA Shooting coordinates or prepays expenses on their behalf but does not fully fund the trip. Individuals traveling under a self-funded arrangement are not considered part of an official USA Shooting team delegation unless explicitly designated as such in writing by the High Performance Director.

3. Travel Advances

Travel advances in US or foreign currency may be granted to employees, coaches, and team leads traveling domestically or internationally. These advances are intended to support expenditures for which credit cards are not accepted. While advances are not preferred, they may be necessary due to vendor requirements. Employees with an unreconciled travel advance will not be eligible for additional travel advances until the outstanding advance has been fully reconciled. USA Shooting allows only one outstanding travel advance at any time. Failure to reconcile advances timely may result in payroll deduction or other corrective action.

Requests for travel advances must be submitted in writing via email by the individual responsible for the advance to the Travel Coordinator no later than three weeks prior to the date the funds are needed. The request must include a detailed description of the

purpose of the advance (such as per diem, entry fees, or ammunition), along with the applicable program title and travel dates. All advance requests require approval from the High Performance Director or Chief Executive Officer (CEO). The requestor of the travel advance may obtain the Travel Advance Form from the Travel Coordinator. The Travel Advance Form is attached hereto as Appendix "A".

The individual receiving the advance is responsible for reconciling it following the completion of travel. Reconciliation must be completed through submission of an expense report to the Travel Coordinator, accompanied by receipts or other appropriate documentation supporting the expenditures. Where currency exchange is involved, documentation of the exchange rate must also be included. Any unused portion of the advance must be returned promptly to the Travel Coordinator. The reconciliation form for the travel advance is available from the Travel Coordinator.

4. Preferred Travel Partners

USA Shooting maintains relationships with travel partners that provide discounts and preferred rates in support of Team USA. Travelers are expected to utilize these partners whenever possible in the conduct of official business. Travel arrangements are coordinated by the Travel Coordinator, and deviations from approved itineraries may result in denial of reimbursement.

USA Shooting does not currently maintain a preferred rental car or hotel partner; however, all such arrangements must be made by, or in consultation with, the Travel Coordinator. Rental car selections must consider total cost and appropriateness, and travelers should note that corporate insurance coverage does not apply to personal rentals. For hotel accommodation, trips involving more than four rooms must be coordinated through the Travel Coordinator to ensure cost efficiency and consistency.

5. Travel Standards

USA Shooting provides travel arrangements that are comfortable yet economical for Travelers, consistent with budget allocations.

A. Air Travel

Air travel for coaches, team leads and team athletes will be arranged by the Travel Coordinator, while other Travelers will be managed on a case-by-case basis. All travel will be booked in coach class. Routing and carrier selection will be determined by the Travel Coordinator, considering cost, logistical requirements (including firearms transport), and operational needs. Travelers requesting deviations from group itineraries are responsible for any additional costs. Any personal changes made after ticket purchase are also the traveler's fiscal responsibility.

B. Ground Travel

Ground transportation for coaches, team leads and team athletes will be arranged by the Travel Coordinator, with other arrangements managed as needed. The most cost-effective option appropriate to the situation must be selected. Personal vehicle use, if required and approved, will be reimbursed at a rate established by the CEO, aligned with IRS guidance.

C. Meals and Per Diem

Meals may be reimbursed through a per diem allowance or actual expense reimbursement, as determined in advance by the Travel Coordinator, with COO or CEO signoff. Per diem rates will be established prior to travel and prorated for partial days based on standard allocations (20% breakfast, 30% lunch, 50% dinner). If meals are included as part of accommodation, per diem will be adjusted accordingly.

Where per diem is not provided, actual meal expenses may be reimbursed upon submission of receipts, up to the applicable per diem rate. Travelers must comply with all documentation requirements for reimbursement.

D. Lodging

Hotel accommodation for coaches, team leads and team athletes will be arranged by the Travel Coordinator, while other Travelers' lodging will be managed as needed. Lodging should be economical, and rates should be compared to ensure cost efficiency. Reimbursable lodging expenses include room, taxes, and business-related charges.

E. Other Expenses

USA Shooting will reimburse all ordinary and necessary business expenses incurred during travel. These include, but are not limited to, business and reasonable personal phone calls, tips, tolls, parking, mileage, baggage fees, internet access, currency conversion fees, passport or visa costs for business travel, and laundry for trips exceeding seven days.

F. Cancellations

If a Traveler cancels participation after expenses have been incurred, the Traveler is responsible for all non-refundable or unrecoverable costs incurred by USA Shooting on their behalf.

6. Board Travel

A. Air Travel

Board members traveling on official USA Shooting business that has been pre-approved for reimbursement are expected to arrange travel at least three weeks in advance through the Travel Coordinator. If travel must be booked on shorter notice due to USA Shooting-initiated circumstances, full reimbursement will be provided. Any airfare exceeding \$750 requires prior approval from the CEO or their designee. Board members are responsible for any costs associated with voluntary itinerary changes, including change fees and fare differences, unless the change is required by USA Shooting.

B. Ground Travel

USA Shooting will provide round-trip transportation to and from airports and official meetings when applicable for pre-approved travel. If Board members choose alternative arrangements, including rental cars or other transportation for personal use, those costs are their responsibility. When reimbursement is applicable, the most economical option should be selected. Receipts must be submitted within 14 days for reimbursement. Mileage for personal vehicle use will be reimbursed at a rate established annually by the CEO, aligned with IRS guidelines.

C. Lodging

USA Shooting will provide lodging options for Board members when applicable and available for pre-approved travel and will cover associated costs if those options are utilized. If a Board member chooses alternative accommodations, the cost is their responsibility. When making independent arrangements, Board members are expected to select economical lodging options. All approved lodging reimbursements require submission of receipts within 14 days.

D. Documentation and Approvals

All approved Board travel reimbursements must be submitted to the Travel Coordinator within 14 days, reviewed and approved by the Board Treasurer and CEO, except those of the Treasurer, which must be approved by the Board Chair and CEO, and those of the CEO, which must be approved by the Treasurer and the Board Chair.

7. Per Diem Allowance Provided by Others

When a USA Shooting Traveler receives per diem or travel allowances from an external organization in connection with their USA Shooting role, such funds must be disclosed to Travel Coordinator and CEO and may offset reimbursement or per diem amounts otherwise payable by USA Shooting. Travelers may not retain duplicate reimbursement or per diem payments for the same expense category.

8. Required Documentation

All expenses must be supported by appropriate documentation submitted through the expense reporting system.

Hotel receipts must include a full folio with itemized charges, dates of stay, and hotel details. Business meals and entertainment expenses must include the location, attendees, business purpose, and itemized receipt. Individual meal receipts are required for expenses of \$25 or more. Airfare documentation must include the ticket or itinerary, travel dates, and cost, along with an explanation if standard booking channels were not used. Rental car receipts must include company name, dates, and total cost. Other expenses require receipts when they exceed \$25.

If a receipt is missing, every effort must be made to obtain a duplicate. If unsuccessful, submit the USA Shooting Missing Receipt Form attached hereto as Appendix "B" to the CEO for approval.

Expense reports should be submitted within 14 days of travel completion, unless an exception is approved. Expenses older than 90 days may not be reimbursed.

9. Self-Funded Travel Policy & Procedures

This section sets forth the terms, conditions and responsibilities for athletes, coaches, team leads, and volunteers who desire to participate in competitions or training events under a self-funded (whether fully or partially self-funded) arrangement with USA Shooting. Self-funded opportunities are a privilege extended at USA Shooting's discretion, subject to applicable selection procedures, bylaws, and athlete rights. Athletes, coaches, team leads, and volunteers who are in good standing and who otherwise satisfy applicable event requirements may be considered for self-funded participation, at the discretion of the High Performance Director.

A. Eligibility & Approval

This procedure applies to all athletes, coaches, team leads and volunteers traveling domestically or internationally under a full self-funded or partial self-funded arrangement where USA Shooting does not provide complete funding for travel, registration, and competition expenses. It also applies when USA Shooting coordinates and/or prepays expenses on behalf of the athlete, coach, team leads or volunteer.

- Athletes, coaches, team leads, and volunteers seeking self-funded travel must receive prior written approval from the High Performance Director at least 45 days before travel. Where USA Shooting's selection timeline does not permit the standard 45-day advance application period, USA Shooting will notify affected athletes in writing at the point of selection and initiate the compressed timeline process. In no case will an athlete be penalized for failing to meet the

45-day requirement when the compressed timeline process has been formally initiated by USA Shooting.

- The proposed activity must align with USA Shooting’s mission, selection procedures, and competitive objectives.
- Athletes, coaches, team leads and volunteers must be in good standing with USA Shooting, including:
 - no past due, undisputed financial obligations owed to USA Shooting, unless the athlete, coach, team lead or volunteer is current under a written repayment plan approved by USA Shooting;
 - no unresolved disciplinary, athlete safety, anti-doping, or eligibility restrictions.
- Approval of self-funded participation does not, by itself, confer official team designation or alter any athlete-selection rights otherwise governed by USA Shooting selection procedures, the USA Shooting Bylaws, the U.S. Olympic & Paralympic Committee “USOPC” Bylaws, or applicable international federation rules.

B. Financial Responsibility

Self-funded athletes, coaches, team leads, and volunteers are responsible for all costs associated with their participation, unless pre-approved that they are covered by USA Shooting (if applicable) as stated in writing and signed by the High Performance Director, including but not limited to:

- Airfare and baggage fees
- Lodging or accommodation
- Ground transportation
- Meals
- Entry fees, licensing, and registration costs (including those processed by USA Shooting)
- Insurance (medical, travel, equipment, etc.)
- Travel visa and documentation fees
- Any fines, penalties, incident-related, or other expenses incurred during travel
- Published administrative/services fees
- Mileage

USA Shooting will, at its discretion, arrange and/or prepay certain expenses on behalf of the athlete, coach, team lead or volunteer as a courtesy, even if such expense is not covered by USA Shooting. Before incurring such expenses where practicable, USA Shooting will provide the athletes, coaches, team leads or volunteer with a written estimate or description of the charge, and the athlete’s acceptance of participation under this procedure constitutes agreement to reimburse those amounts. All such costs will be invoiced to the athlete, coach, team lead or volunteer and payable within fifteen (15) days of the invoice date.

USA Shooting does not provide itemized invoices for pre-approval. Travelers are paying into a centralized delegation structure that covers flights, lodging, ground transportation, and team-related expenses. Participants acknowledge that by accepting a self-funded placement, they are agreeing to the delegation structure and the associated cost methodology. Final accounting is managed internally to ensure consistency, safety, and operational efficiency across the team.

C. Travel Arrangements & Booking Authority

USA Shooting will make all travel arrangements for self-funded or partially self-funded travel conducted under this procedure, including but not limited to airfare, lodging, and ground transportation.

- USA Shooting will select travel options based on team logistics, safety considerations, event schedules, and cost efficiency.
- Athletes, coaches and volunteers may not book travel independently (including airfare, lodging, rental cars, or other travel-related services) unless they receive prior written authorization from the Travel Coordinator.
- Any travel booked without prior written approval will be denied reimbursement and may result in the athlete, coach, team lead or volunteer being deemed ineligible to participate in the event under USA Shooting affiliation and will preclude such individuals from participating in future self-funded opportunities.
- Any requested deviations (alternate airports, personal travel extensions, upgrades, airline preferences, additional baggage, etc.) must be submitted in advance and approved in writing, at USA Shooting's sole discretion. Any additional costs associated with non-approved changes are the responsibility of the requesting individual(s).
- If a Traveler cancels participation after expenses have been incurred, the Traveler is responsible for all non-refundable or unrecoverable costs incurred by USA Shooting on their behalf.

D. Payment Terms

USA Shooting may require a non-refundable deposit before any booking, credentialing, registration, or purchase is made. The amount and deadline will be communicated in writing.

Any estimated charges advanced by USA Shooting must be paid by the deadline stated in the written invoice, and in all events before ticketing, registration, or departure unless USA Shooting expressly approves another arrangement in writing.

Any final reconciliation invoice must be paid within fifteen (15) days of the invoice date.

Failure to pay by the stated deadline may result in:

- cancellation of pending bookings or registrations;
- loss of eligibility for future discretionary self-funded opportunities; and/or
- referral for collection or other action permitted by USA Shooting policy and bylaws.

Before adverse action is taken for nonpayment, USA Shooting will provide written notice of the amount claimed due and a reasonable opportunity to cure, unless timing makes advance cure impracticable.

E. Reimbursement Policy

Self-funded athletes, coaches, team leads and volunteers are not eligible for reimbursement unless USA Shooting gives prior written approval. Any approved reimbursement must be expressly stated in writing and is limited to the amount and categories approved.

F. Insurance Requirements

All self-funded athletes, coaches, team leads and volunteers must provide proof of primary medical insurance and any event-required supplemental coverage. If international travel insurance (including medical, evacuation, repatriation, trip interruption, or cancellation coverage) is required by USA Shooting or the event organizer, USA Shooting may secure such coverage on the traveler's behalf and charge the cost to the athlete, coach, team lead or volunteer.

If the Traveler does not provide required proof of coverage at least 14 days before departure, USA Shooting may cancel the trip or withdraw administrative support, and the Traveler remains responsible for non-refundable costs already incurred.

G. Team Affiliation & Representation

Self-funded athletes, coaches, team leads and volunteers are not automatically members of an official USA Shooting team delegation unless explicitly designated as such in writing by USA Shooting's High Performance Director. They may not claim or imply team status in media appearances, press statements, or social media posts without prior approval.

H. Application Process

To request approval for self-funded travel, the athlete, coach, team lead or volunteer must submit the following to USA Shooting at least 45 days before travel:

- Completed Self-Funded Travel Request Form
- Proposed itinerary and travel dates

- Firearm(s) serial numbers and other required customer/important information, if applicable
- Passport information for international travel, including visa information if applicable
- Proof of required insurance

Where USA Shooting's selection timeline does not permit the standard 45-day advance application period, USA Shooting will notify affected athletes in writing at the point of selection and initiate the compressed timeline process. In no case will an athlete be penalized for failing to meet the 45-day requirement when the compressed timeline process has been formally initiated by USA Shooting.

The USA Shooting Self-Funded Travel Request Form is attached hereto as Appendix "C". Incomplete submissions may delay or void approval.

I. Non-Compliance

Failure to comply with this procedure may result in one or more of the following, as appropriate and consistent with applicable bylaws, selection procedures, and athlete rights:

- Cancellation of pending administrative support, bookings, or registrations;
- Removal from discretionary self-funded travel rosters;
- Ineligibility for future USA Shooting-funded or discretionary self-funded participation until the non-compliance is cured;
- Disciplinary action under applicable USA Shooting policies and bylaws; and/or
- Collection efforts for unpaid amounts.

For avoidance of doubt, nothing in this procedure is intended to deny or improperly restrict any athlete rights applicable to protected competition; where protected-competition rights are implicated, USA Shooting will proceed in accordance with its selection procedures, bylaws, and applicable USOPC requirements.

APPENDIX "A"

USA Shooting Travel Advance Form

Date of Cash Advance _____

Trip Name _____

Trip Location _____

Trip Dates _____

Amount of Cash Issued _____

Currency _____

Source of Funds (Petty cash in safe, bank withdrawal, etc.) _____

Issued By _____

Received By _____

Approved By _____

APPENDIX "B"

USA Shooting Missing Receipt Form

Please complete this form to request reimbursement for an expense without a receipt.

Date: _____

Submitted By: _____

Department: _____

Trip/Event: _____

Transaction Date: _____

Vendor/Merchant: _____

Amount (\$): _____

Description of Expense: _____

Business Purpose: _____

Reason Receipt is Missing: _____

Was attempt made to obtain duplicate receipt? (Yes/No): _____

If yes, explain outcome: _____

Supervisor Name: _____

Supervisor Approval Signature: _____

Date Approved: _____

Certification:

I certify that the expense listed above is accurate, was incurred for legitimate USA Shooting business purposes, and that I have made a reasonable effort to obtain the original receipt. I understand that repeated submission of missing receipt forms may result in denial of reimbursement.

Employee Signature: _____

APPENDIX "C"

USA Shooting Self-Funded Travel Request Form – Page 1

This form must be completed and submitted prior to travel for any self-funded event participation.

Trip Information

Trip Name: _____

Trip Dates: _____

Proposed Dates of Travel: _____

Event Location: _____

Athlete Information

Athlete Name: _____

Home Address: _____

Phone Number: _____

Email Address: _____

Passport Information (as it appears on your passport):

Surname: _____

Given Names: _____

Passport #: _____

Issuing Country: _____

Expiration Date: _____

Firearms Information (information provided needs to be the final and provided for all firearms involved)

Firearm Make / Model: _____

Firearm Serial Number: _____

Firearm Make / Model: _____

Firearm Serial Number: _____

USA Shooting Self-Funded Travel Request Form – Page 2

Emergency & Staff Contacts

Emergency Contact Name: _____

Emergency Contact Phone Number: _____

Coach / Staff Name: _____

Health Insurance Information (needed to get International Health Ins):

Health Insurance Carrier: _____

Policy #: _____

Acknowledgement

I acknowledge that this trip is self-funded and that I am responsible for all travel, lodging, meals, firearms transport, permits, and related expenses unless otherwise authorized in writing by USA Shooting.

Athlete Signature: _____ Date: _____

USA Shooting Approval: _____ Date: _____