

WPVA Paid Expenses for Sports Programs

1. Due to the current financial strain and grant cuts from National PVA the Wisconsin Chapter of PVA will no longer approve funding requests for associate members and dual chapter members for the National PVA sports programs who reside outside of the Wisconsin and neighboring states that border Wisconsin
 - a. Wisconsin PVA will continue to support associate (when approved by the Wisconsin PVA Board of Director members for sports activities that reside in the state of Wisconsin and states bordering Wisconsin and reside within 100 miles of the Wisconsin border.
 - b. Wisconsin PVA Board of Directors has decided to limit the amount WPVA will reimburse for travel up to **\$100** for Wisconsin PVA/ VA Hospital sponsored programs. (i.e.: National Veteran Wheelchair Games, Winter Sports Clinic to name a few programs we sponsor with the VA Hospital) This is a temporary and is subject to change without notice.
 - c. Caregiver costs are the responsibility of the veteran for all VA sponsored events in accordance with VA funding policy. WPVA will pay when needed \$300 toward caregivers cost (airfare, lodging) for VA/WPVA sponsored events only. This is subject to change without notice.
2. Travel Expenses:
 - a. Air Travel support will be based on the most economical, direct or one layover, coach fare. Participants are required to pay their own airfare and WPVA will issue a reimbursement when the event is over.
 - b. Members driving to sports events will be reimbursed for actual fuel costs based on receipts submitted, not to exceed the most economical, one lay over coach airfare. Policy is that the fill up before you leave is member's responsibility. WPVA pays to fill the tank upon completion of trip.
 - c. WPVA pay tolls, up to \$75.
 - d. WPVA does not pay for parking fees.
3. Lodging:
 - a. Costs for athletes lodging will be covered for dates of the event only. WPVA does not pay for lodging driving to and from the event.
4. Event Costs:
 - a. Registration: Basic entry fees, registration fees, and governing organization annual membership fees.
 - b. Banquet: Awards ceremony or banquet costs if not included in the registration fees. Caregiver costs are the member's responsibility.
5. Reimbursement requests: All requests must be submitted on the appropriate form (BER) (Expense report forms are available on-line at <http://www.wisconsinpva.org/pages/page17/page17.html> or call our office.), with attached receipts, within fifteen (15) business days after the event. The President must approve any extensions.
6. Event Report: Sponsored events must have an individual/team member submit a typed report, preferably in electronic format, within fifteen (15) days after the event. The President must approve any extensions.
7. The Team Leader will designate a time/date/place for a team photo. Attendance is mandatory.
8. Non-resident members: WPVA members residing out of the state of Wisconsin within 100 miles will be considered for financial assistance to attend sports events upon receipt of a WPVA funding request form (Funding request forms are available on-line <http://www.wisconsinpva.org/pages/page17/page17.html> at or call our office.) This request will be delivered to the president and, committee chair five (5) working days prior to the next scheduled WPVA BOD meeting for approval/disapproval by the appropriate committee, unless waived by the BOD.
9. Any support approved for non-residents will be for an amount up to that of an approved resident member including:
 - b. Travel: (See *Section 2.* above) Airfare travel no to exceed the amount of a direct, on lay over, coach airfare from Milwaukee to the final destination.
 - c. Lodging (See *Section,3.* above)
 - d. Event: (See *Section,4.* Above)

10. If you are participating in a sports or recreational activity and are receiving financial support from WPVA to do so, you must adhere to these policies and procedures. Failure to do so may result in you being denied any further financial support until all requirements are met.