

## Funding & Sports Policies

### A. WPVA Funding Request Policy

1. A WPVA funding request form must be submitted to be considered. The request will include an explanation how will this benefit WPVA members and why the WPVA BOD should fund the petition. (Request forms are available on-line at <http://www.wisconsinpva.org/pages/page17/page17.html> or call our office.)
2. At the time of the request you must specify the total amount of the funding request, to include travel, lodging, per diem, tips, parking, and any additional business expenses, etc., if known.
3. 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.
4. Per Diem: Will be paid at a rate in congruence with National PVA policy of 50% of the room rate per day, or a minimum of \$35.00 per day.
5. Expense Reports:
  - a. Your expense report must be submitted within 15 working days from your return, to the President, Treasurer, and committee chair, unless the chapter President grants an extension.
  - b. A detailed breakdown of expense is required including all receipts.
  - c. Miscellaneous expenses must be explained in the miscellaneous column of the expense report. Miscellaneous expenses of up to \$25 per day are authorized. Receipts explaining expenses must accompany the expense report.
  - d. Entertainment expenses of up to \$25 per day are authorized. Receipts explaining entertainment expenses must accompany the expense report.
  - e. WPVA will reimburse you for your mileage at the rate in congruence with WPVA Policy, not to exceed the most economical airline coach fare. Additional funds may be granted with prior approval of the BOD.
  - f. Extended stay: For any WPVA funded event the chapter will pay for an additional day stay over if the savings on the airline ticket cost will exceed the hotel and per diem for one additional day.
  - g. All BOD members must submit a typed report concerning your funded activity within 15 days of your return. Reports must contain a description of the event and be ready for the next newsletter. Funding for future events will not be granted until reports are properly submitted.
6. Aide & Attendant:
  - a. Funding will be authorized in accordance with National PVA policy for nationally funded programs.
  - b. Will be approved by the BOD for WPVA funded programs.
  - c. Attendant per diem will be included in the WPVA funded members per diem payment. The attendant per diem rate will be the same as allowed by National PVA, i.e., 50% the room rate, to pay for meals, tips, taxis, business calls, laundry/valet service, parking, etc. A maximum of \$50.00

will be allowed per day, per person for attendant care. Additional funding can be added to attendant care with prior BOD approval.

### **Section III. WPVA Sports and Recreation Policy**

- A. 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
  - 1. 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.
  - 2. 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 is subject to change without notice.
  - 3. This decision was made by the Wisconsin PVA Chapter Board of Directors and is due too the economic burden that the Wisconsin PVA Chapter and many other Paralyzed Veterans Chapters are experiencing.
- B. WPVA Wheelchair Sports teams will consist of a minimum of two (2) members in good standing. Once a member has received financial support to attend a sporting event, the member is required to become a certified member to be considered for further financial support.
  - 1. Sponsorship: Teams by and fully funded by WPVA.
  - 2. Support: Independent teams receiving limited funding from WPVA.
  - 3. The sponsorship by WPVA will allow for certain expenses such as team t-shirts, and certain other items or equipment as deemed necessary, subject to budget limitations and BOD's approval.
- C. Reimbursement of expenses - WPVA approved for sporting events shall be limited to the following:
  - 1. Travel:
    - a. Air Travel support will be based on the most economical, direct or one layover, coach fare. WPVA dose not reimburse until the event is over. Participants are required to pay their own airfare.
    - 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 the member's responsibility. WPVA pays to fill the tank upon completion of trip.
    - c. Lodging: Costs for athletes lodging will be covered for dates of the event only. 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.
  - 2. Registration: Basic entry fees, registration fees, and governing organization annual membership fees.
  - 3. Banquet: Awards ceremony or banquet costs if not included in the registration fees.

- D. Sponsorship fees: An **annual \$100 fee** shall be collected from all regular and associate members choosing to participate in WPVA sponsored events. Hardship cases will be considered by the BOD upon receipt of a written request for waiver. The fees are due January 15<sup>th</sup> each year.
- E. Event Sponsorship: Any member in good standing seeking financial support to participate in a sports event must submit a WPVA funding request form to the sports committee one month prior to the event. Funding will be limited to those expenses listed in *Section III, B.* above.
1. 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.
- F. 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.
- G. The Team Leader will designate a time/date/place for a team photo. Attendance is mandatory.
- H. 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.
1. Travel: (See *Section III, C., 1a.* above) Airfare travel no to exceed the amount of a direct, on lay over, coach air fare from Milwaukee to the final destination.
  2. Lodging (See *Section III, C., 1c.* above)
  3. Registration: (See *Section III, C., 2.* Above)
- I. 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.

*WPVA Sports and Recreation Policy approved at February 8<sup>th</sup>, 2011 BOD meeting.*