



Qualified Financial Assistance Per Diem and Travel Expense Policy

Policy Owner: HHA Treasurer and Finance Committee

Date of Last Update: October 23, 2024

Purpose:

Hudson Hockey Association establishes this policy to provide standards and requirements for qualified families receiving financial assistance from HHA to request Per Diem and reimbursement of travel expenses for qualified HHA activities. Expenses include:

- Travel/Mileage
- Meals and Incidental Expenses (M&IE)
- Lodging
- Other Misc Fees: equipment, team fees, additional referee fees, and/or team spirit wear

Definitions:

Qualified Financial Assistance: Approved financial assistance provided to families to cover all or part of a skater's association dues.

Qualified HHA Activities: Outstate tournaments with HHA teams in participation requiring 1 or more nights of lodging in which the reimbursement requestor has a skater(s) participating in the event.

Per Diem: A set rate covering daily expenses for Meals and Incidental Expenses (M&IE) per traveler. For the purposes of this policy, up to two travelers can apply for reimbursement: the skater and a guardian. Rates are based on recommended daily Per Diem as suggested by the US General Services Administration for the State of Wisconsin.

Mileage Reimbursement: Travel expenses will be reimbursed based on 2024 IRS Mileage reimbursement rates.

First & Last day of travel: First and last calendar day of travel will be calculated at 75% of full Per Diem rates.

Standard Rate: This is the base Per Diem and Lodging rate for all locations within the State of Wisconsin that don't have a special location rate. Some locations (county) will have a separate rate based on the locations' cost of living rate.

Policy:

Families who have been approved for Qualified Financial Assistance by the HHA Treasurer and Finance Committee may request reimbursement for Qualified HHA activities. The Per Diem rates below can be used to cover M&IE per person for up to two travelers (the skater and one guardian). Reimbursements will also be

available to cover lodging expenses up to the maximum location rate as well as mileage for travel. This policy is subject to review and change at any time and may be modified with a revision statement to account for changes in rates as defined by the IRS and US GSA. For more information, please refer to the [US-GSA Per Diem Rates for Wisconsin 2024](#) and [IRS Mileage Rates 2024](#).

Standard Rate:

Per Diem M&IE Total - **\$59**

First and Last Day of Travel - **\$44.25**

Lodging - **\$107**

Dane County:

Per Diem M&IE Total - **\$64**

First and Last Day of Travel - **\$48**

Lodging - **\$109**

Milwaukee County:

Per Diem M&IE Total - **\$64**

First and Last Day of Travel - **\$48**

Lodging - **\$129**

Door County:

Per Diem M&IE Total - **\$74**

First and Last Day of Travel - **\$55.50**

Lodging - **\$107**

Mileage Reimbursement rate:

\$0.655/mile

Per Diem can be requested as a reimbursement following an event or a dispersal prior to an event and must be made to the HHA Treasurer. Lodging and Mileage reimbursements must be made to the HHA Treasurer and be accompanied by approved vendor receipts. Reimbursements to families who have provided financial assistance to other families can be requested and will be reviewed on a case-by-case basis and are subject to the same rates as stated in this policy.

Tournaments or events that take place outside the state of Wisconsin can also qualify for Per Diem and reimbursements as long as other requirements are met. The US GSA guidelines can be used to determine appropriate Per Diem and Lodging rates on a per event basis.

Other Misc Fees:

Funds for other Misc. Fees can also be requested for families that have been approved for Qualified Financial Assistance by the HHA Treasurer and Finance Committee. These fees are above and beyond fees that skaters

are asked to pay and include equipment, team fees, additional referee fees and/or team spirit wear. These costs may be reimbursed depending on fund availability up to a maximum of \$200 per skater.