Kansas Cit St. Andrew Pipes and Drums

Competition Travel Reimbursement Policy

Last Update: 03/03/2023

**Hotel -**

*Band Paid Room –* two or more band members staying in a room in the band reservation block.

The band will pay for the hotel stay (room, fees and taxes total) for band members who are sharing a room with another band member.  These rooms will be paid for by the Band Treasurer and the occupants will not need to pay the hotel (includes room, fees, and taxes only).  You will be asked at check-in for a credit card and be responsible for any incidentals charged to the room.

*Self-Pay Room –* only one band member staying in a room in the band reservation block.

For members who have requested a self-pay room, the band will reimburse the band member for 50% of the hotel stay (room, fees, and taxes).  You will be asked for a credit card at check-in and the entire cost of the hotel stay will be charged to this card.  You may request your hotel reimbursement emailing the Band Treasurer with a request to reimburse.  Note: no receipts need to be sent. The room, fees and taxes amount for the reimbursement will be based on 50% of the contracted rate for a room in the band reservation block.

**Fuel Expense -**

The Band will reimburse the cost of fuel expense consumed during the trip where 2 or more band members travel together in the same vehicle, or if you transport equipment and/or instruments other than your personal instrument.  To request the fuel expense reimbursement the driver of the vehicle will need to do the following:

1. Fill your vehicle's tank just BEFORE leaving for the competition and save this receipt.
2. Fill your vehicle's tank en-route to and from the competition and save these receipts.
3. Fill your vehicle's tank immediately upon return to you home from the competition and save this receipt.

* The driver will submit the names of the Band Members travelling together and ALL fuel receipts (#s 1, 2 & 3) with a request for reimbursement.
* All fuel receipts should be fuel station issued receipts with the station name, date and time stamp, and total cost of refueling.
* The Band will reimburse for the totals of receipts #2 (en-route) and #3 (upon return).  This is the amount of fuel consumed during the trip.
* Note: Reimbursement for transport of equipment and/or instruments requires prior approval from the Band Treasurer.