

## TRAVEL and CARPOOLS

A. No mileage will be paid for the first 30 miles except for those carpooling; there is be no deduction of 30 miles for carpools. In order for the rider of a carpool to be paid mileage, he/she must drive a minimum of 30 miles round trip to meet the carpool. The standard IRS rate **(48 cents per mile for 2007)** will be paid to the carpool driver. Riders' fees are not paid. An increase in the IRS mileage fee will only be recognized and used when the increase is a full cent. Plane, train or bus travel expenses as stated on the contract shall be paid in full by the Meet Director. The total mileage cost should not exceed the cost of an airline ticket to the same location.

B. Round trip travel expenses to and from the airport, tolls, airport parking, taxi or limousine service as stated on the contract shall be paid by the Meet Director. These expenses must be listed on the contract and be approved by the contracting official in order to be compensated by the Meet Director. Only standard and customary expenses with accompanying receipts will be reimbursed in the actual amounts.

C. It is requested that judges *consider* carpooling whenever possible. Should a judge choose not to carpool, mileage will simply not be paid to that judge. There is no penalty other than the lack of reimbursed mileage.

D. In the case of a competition spanning over two or more days, if lodging is provided to the judge by the Meet Director and the judge **chooses** to return home and drive back the second (and successive) days, **round-trip mileage will be paid only once**, unless pre-arrangements have been made with the contracting official and the Meet Director.

E. No other expenses (such as baby-sitters, car repairs, car rental, reimbursement for lost salary, or other normal work related expenses) will be paid.

## CARPOOLING GUIDELINES

The **CARPOOL COORDINATOR** is the person in charge of deciding how the judges in his/her carpool group assemble to ride to a meet. A map of where judges live can be found on our website – <http://www.ganawgj.org/pages/Location%20of%20Judges.pdf> – this is a great tool. The carpool coordinator is not automatically the driver; that decision is at his or her discretion. **The person who is chosen to drive must:**

- A. Have a vehicle that will seat four adults **comfortably**, preferably with a door for each rider.
- B. Have a vehicle that will not only have space for its passengers, but for our bags and/or luggage as well.
- C. Have a vehicle with air conditioning and heating systems in good condition for the comfort of the riders.
- D. Have a vehicle that is **clean** and in good working condition. Riders should not have to shift clutter about in the vehicle to find a seat.
- E. Be a considerate and careful driver!
- F. The carpool driver **must have a cell phone** that is fully charged and turned on. If the driver does not own a cell phone, they must assign another judge in the carpool this responsibility. Make sure the members of your carpool are given the cell phone number prior to the meeting time for emergencies.
- G. If the carpool driver or rider in the carpool is delayed, the delayed judge **must** call the carpool coordinator or other rider to notify them of the delay and give an estimated time of arrival. The carpool is only required to wait up to 15 minutes on a judge. The carpool coordinator must make the decision whether they will leave without the delayed judge or wait for them to arrive. Common sense will be the guiding rule for such decisions. If the delayed judge cannot reach the carpool, they must call the Meet Director and leave a message for the Meet Referee. The carpool coordinator, in turn, should call the Meet Referee to find out if a message has been received from the delayed judge before leaving the departure site and to notify the MR of the delay.

Setting up a carpool group can be a challenge. Judges within a carpool do not always live in neighboring geographic areas. If a carpool member drives to the carpool rendezvous, they are entitled to be reimbursed for their mileage if its over thirty (30) miles – there is no deduction taken in this case. **Please keep in mind:**

- A. Drivers who must drive to an arranged location and leave their cars **must** have a safe and secure spot to leave their cars.
- B. It is **NEVER** admissible to require a driver to drive many miles out of the way to accommodate one rider when another spot, much closer, is available.
- C. Carpooling assignments/reimbursements are derived from your *home* address only; there are no caveats to the carpooling rules should you be traveling around your meet assignment. If arrangements are in favor of the gym, the coordinator can make concessions.
- D. When you are assigned to a meet, you must be able to be contacted either by phone or email. If you do not hear from someone regarding the meet, it is **YOUR** responsibility to contact the Meet Referee to receive the meet/carpool assignments. Please be considerate and do not wait until the day before the meet.
- E. In order to ensure a good night's sleep for the judges, carpools should arrive **no later than 9:30 PM**.
- F. A carpool should not force anyone to meet **any earlier than 7:30 AM**. If you leave at 7:30 AM and **DO NOT** have enough time to arrive at the meet site when required to be there, you **MUST** leave the evening before. The above times have been determined as a guideline to keep others from feeling forced to leave at a time that is unreasonable.

PLEASE NOTE: These times can be adjusted to meet the desires of each individual carpool, as long as **ALL** riders agree. Using common sense and good judgment will help all concerned in getting safely to our meets. Working with each other only makes the situation better!