



**Bermuda Olympic Association  
Travel Policy  
Elite Athlete Program (A, B, C Athletes)**

## 1. Per Diem

- Standard Rate: \$45 per day.

## 2. Travel Timing

- Travel to an event: If the total air travel is less than 10 hours – the per diem days will commence 2 days before the first required event meeting (equipment inspection, race briefing)
- Travel to an event: If the total air travel is greater than 10 hours – the per diem days will commence 3 days before the first required event meeting (equipment inspection, race briefing)
- Return after an event: The departure day is one day after event - the per diem will include one day after the event ends.

## 3. Eligible Expenses

- Visa and ETA: Costs of entry to a country for competition can be claimed.
- Hotel Costs: Maximum \$200 per night, the number of nights will align with the per diem dates.
- Baggage Allowance: Additional bags for event equipment may be claimed (e.g., bikes, archery gear, bowling equipment).
- Ground Transport: \$100 per day, maximum \$700 per event.
- Event Entry Fee: Maximum \$200 per event.

## 4. Airfare – Amended Travel Edge Policy

- Airfare must be booked through the approved travel agency (currently TravelEdge) to qualify for direct payment under the Elite Athlete Program.
- If not booked under this Program, a price check with the approved travel agent is required, and confirmation must be provided when submitting a claim.

### Booking Rules:

- Airfare should normally be the most efficient, direct, and lowest economy ticket.
- Basic economy should not be booked.

The \$100/hour rule applies for more direct flights:

- Example: Route A = \$1,000, 18 hrs travel. Route B = \$1,600, 11 hrs travel. The difference between the two flights is = 7 hrs × \$100/hr = \$700. Since \$700 > \$600 cost difference, Route B is allowed.

Special Airline Requests:

- Athletes may request approval for a more expensive airline if justified (e.g., baggage fees for additional baggage for equipment).
- The BOA will review this request on a case-by-case basis; approval is not guaranteed. Please contact the BOA Office via email for confirmation to proceed with the purchase if not using the approved Travel Agency (TravelEdge). Airfare purchased without prior approval will not be guaranteed that a full reimbursement will be provided. If using the approved Travel Agency (TravelEdge), the Agent will obtain approval from the BOA Office and advise if the travel on the requested airline is approved.

**BOA Travel Policy – \_Elite Athlete Program (A, B, C Athletes) – \_Effective Sept. 1, 2025**

## 5. Ticketing Rules and Changes

- Unable to Race: Athlete must contact approved travel agent to obtain a travel credit (economy fares allow credits, basic economy does not).
- Flight Cancellations/Changes: If not reimbursed by the airline, athletes may submit rebooking cost differences for review and potential reimbursement.
- Combined Tickets (Non-Connected Airlines):
  - If an athlete books by choice and a missed connection causes a lost ticket or higher rebooking cost, the difference is likely borne by the athlete.
  - Claims can be submitted for review, but reimbursement is not guaranteed