

# Guidelines for TDAA Judge Expense Reimbursement Program -- Calendar Year 2010

## There are changes from 2009.

Note-Major changes from 2009 are highlighted.

**Overview:** The TDAA Board of Directors in response to input from the membership implemented the Judge Expense Reimbursement Program to assist clubs in meeting expenses of their TDAA tests during these early formative years. The Board of Directors encourages each club to have as a goal meeting test expenses without this program.

This program is assessed each year by the Board of Directors to determine any modifications to the program **and/or** if the program will continue. The Board of Directors **may reduce or discontinue** the program at any time if necessary.

For Calendar Year 2010 (TDAA trials held in 2010), the TDAA Board of Directors has voted to continue this program with **these guidelines.**

**Eligibility:** Clubs holding the minimum of a two consecutive day TDAA sanctioned test with a total of 8 or more classes are eligible to request reimbursement if they meet the following criteria:

1. If the judge meets all requirements. No judge can judge 2 consecutive trials for the same club regardless of the time period between trials. No judge may judge more than once in any 2 calendar year period for the same club.
2. If they have met all financial obligations to TDAA.
3. If all results, correct fees, and paperwork for the test have been received.
4. If a Complete Judge Expense Reimbursement form including all required information and receipts are submitted within the timeline.

**Timeline:** The Request for Judge Expense Reimbursement form must be submitted to TDAA and postmarked **within 30 days** of the test to be processed. This form is mailed to TDAA, P.O. Box 158, Maroa, IL 61756.

**Approved Expenses:** This program is designed to encourage clubs to employ judges from outside their immediate area by assisting with judge expenses including transportation, room, and meals.

Note: **Judging fees are no longer a part of the program.**

1. If eligible, transportation will be paid for only one judge per two-day test.
  - a. The **maximum** reimbursable amount for mileage will **NOT** exceed the total of reasonable airfare and ground transportation.
  - b. The IRS rate current at the time of the test for mileage reimbursement will be used for the judge's use of their personal vehicle.
  - c. Ground transportation for those flying will be reimbursed at actual cost; however, it is strongly suggested that ground transportation is the club's responsibility.
2. If eligible, room and board will be paid for only one judge per day.
  - a. The maximum reimbursable amount for meals for a test weekend is \$75.
  - b. The maximum hotel reimbursement for a test weekend is three nights.

**Receipts:** Receipts for all reimbursable items must be attached to the request for it to be paid—no receipts, no reimbursement.

1. Receipts are required for all items exceeding \$10.

Clubs should get “official” receipts from the judge for their expenses before the judge leaves the test site. If the judge does not have a receipt for items such as airport parking, arrangements should be made with judge before they leave the test site to have this receipt sent to the club ASAP upon their return home.

**Qualifying for Reimbursement:** Clubs will qualify for this program based on the **number of runs** for the weekend.

**NOTE:** Entered runs means dogs not withdrawn before the test’s close date for entries plus day of show entries (i.e. catalog runs). If the dog’s entry meets these criteria, whether they compete or not is irrelevant. In other words, if the club has entries for 172 runs after closing, but only 150 runs actually compete, you must use the original numbers for this program since you have received payment for them and those are the numbers for which you must pay TDAA recording fees.

**Reimbursement Categories are based solely on runs.**

**For 0-180 entered runs, you may request reimbursement for judge’s transportation, room and meals.**

**For 181-240 entered runs, you may request reimbursement for judge’s transportation.**

**Over 240 runs there is no reimbursement.**

**Excessive Expenses:** In its efforts to be good stewards of TDAA money, the TDAA Board of Directors reserves the right to question and possibly deny any expense which they believe to be excessive or not in compliance with program guidelines.

**Program Limit:** The **maximum total** reimbursement that a club may receive for a single test weekend will be \$850.

**Preapproval Process:** If a club believes it will have difficulty meeting judge expense reimbursement qualifying criteria for a specific test, they may request review of their situation by the TDAA Board of Directors. To initiate this process, the club submits a detailed written request of the club’s situation to the TDAA Board of Directors at P.O. Box 158, Maroa, IL, 61756, four months prior to the anticipated test date.

**Questions:** If you have any questions, please feel free to contact the TDAA treasurer at [treasurer@k9tdaa.com](mailto:treasurer@k9tdaa.com) or call the TDAA phone number listed on the TDAA website, [www.k9tdaa.com](http://www.k9tdaa.com).

## 2010 Request for Judge Expense Reimbursement

See revised guidelines for 2010.

Dates of Trial: \_\_\_\_\_ Location: \_\_\_\_\_  
Host/Club Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Signature of Person completing this form: \_\_\_\_\_

Judge's Name for Whom Reimbursement is Requested: [#1]: \_\_\_\_\_

**Number of Runs Entered:** \_\_\_\_\_

Category	Amount	Reimbursement requested	Notes
Transportation:			
Room:			
Meals:			
Total:			

0-180 entered runs                      Transportation, Room, and Meals  
181-240 entered runs                  Transportation  
Over 240 entered runs                Not eligible

### Required Financial Information

Entry Fee Charged for Standard Runs: \_\_\_\_\_      Number of Standard Runs Offered: \_\_\_\_\_  
Entry Fee Charged for Game Runs: \_\_\_\_\_          Number of Game Runs Offered: \_\_\_\_\_  
Weekend Package Fee (if Offered): \_\_\_\_\_  
Total Facility Expenses (including items such as rent, utilities, portapotty, etc.): \_\_\_\_\_

List the amount and category of your highest expense after judge and facility: \_\_\_\_\_

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### This Section Must Be Completed.

If you did NOT receive reimbursement for this trial, would your trial have had a PROFIT or a LOSS?  
(Please circle one.)

Your PROFIT or LOSS would have been in the amount of: (Please circle one.)  
\$0-\$100    \$101-\$200    \$201-\$300    \$301-\$400    \$401-\$500    Over \$500

**Attach copies of appropriate receipts and documentation to this form and submit to:**

**TDAA  
Box 158  
Maroa, IL 61756**