

## **ALYESKA SKI CLUB ATHLETE TRAVEL POLICY**

The athlete is responsible for all travel costs; this includes travel to and from training at Alyeska, Arctic Valley or Hilltop as well as air travel to away races both in-state and out-of-state. The ASC staff works to keep costs as low as possible. Once all logistics for a certain trip have been planned, a detailed travel plan will be emailed with a trip cost estimate. These estimates include all coaches' expenses on travel trips including but not limited to coaches' airfare, transportation, per diem, lodging and lift tickets.

We recommend committing to travel trips and purchasing plane tickets as soon as possible after a travel plan has been published. A copy of an athlete's travel itinerary must be sent to the Head Coach for a specific trip.

### **Travel Payment Schedule**

Deposits for an outside trip are due 30-days prior to travel or by the deadline specified for that trip and are non-refundable. Full payment is due one week prior to travel.

### **Travel Refund Schedule**

ASC will attempt to refund recoverable expenses for withdrawal from trips or for partial attendance due to injury, illness, or family emergency on the following schedule. Reasonable attempts to recoup and refund out-of-pocket costs paid to vendors, such as airline tickets for international camps, will be made. However, if these attempts are unsuccessful, these costs will not be refunded.

Refunds are made according to the following schedule. All percentages are minus the deposit.

- 100% Fourteen days prior to travel
- 75% Seven days prior to travel
- 50% Zero to six days prior to travel
- TBD Costs after travel has begun

Refund requests must be submitted in writing to the Executive Director.