

## SECTION V

### PACIFIC SWIMMING TRAVEL EXPENSE REIMBURSEMENT POLICY

Expenses incurred by members of the Board of Directors and others traveling as authorized representatives of Pacific Swimming shall be reimbursed in accordance with this policy.

NOTE: This policy does not apply to Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training. They shall be reimbursed as provided for in the Budget.

To be eligible for Financial Assistance or Reimbursement the individual shall meet the following criteria:

- a. Be a member of USA Swimming from Pacific Swimming and
- b. Be approved for Financial Assistance by the General Chair unless otherwise specified in this policy.
- c. Attend the event in its entirety or as specified below
- d. NOTE: Pacific Swimming does not reimburse or pay for any alcoholic beverages at any time.
- e. Travel Expense Reimbursement Policy is subject to change due to financial constraints as determined by the Board of Directors.

#### A. United States Aquatic Sports (USAS) Convention and USA Swimming Business Meetings

1. Criteria for Financial Assistance: Must attend for a minimum of two (2) days.
2. Individuals attending Convention and USA Swimming Business Meetings and approved for Financial Assistance shall be eligible for assistance at one of the following four (4) levels:
  - a. **Full Share Financial Assistance:** Individuals or their elected/appointed alternates serving in the following positions: General Chair, Vice Chair - Administration, Vice Chair - Finance, Vice Chair - Program Development and Vice Chair - Program Operations, Senior Chair, Age Group Chair, Coach Representative(s) and Senior Athlete Representative(s). Note: The General Chair may select Committee Chair(s) or others serving on the Board of Directors to receive full funding. A Full Share is:
    - (1) Early Bird Registration or other Registration Costs
    - (2) Transportation as determined by staff, approved by the Board of Directors and supported by the submission of transportation receipts
    - (3) The cost of a standard double room including all taxes as quoted in Convention and USA Swimming Business Meeting registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.
    - (4) Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Business Meeting but not to exceed seven days.

- b. **Newcomer Share Financial Assistance:** Individuals who have not attended Convention or USA Swimming Business Meeting previously and express a desire to attend Convention or USA Swimming Business Meeting and share what they have learned with the LSC.
    - (1) Early Bird Registration or other Registration Costs
    - (2) Transportation as determined by staff, approved by the Board of Directors and supported by the submission of transportation receipts.
  - c. **Attendee Share Financial Assistance:** Individual Members of Pacific Swimming who do not serve in any of the roles listed above.
    - (1) Early Bird Registration or other Registration Costs
  - d. **Pacific Office Staff Financial Assistance:** Pacific Swimming Office Staff approved by the General Chair to attend the Convention or USA Swimming Business Meeting:
    - (1) Early Bird Registration or other Registration Costs
    - (2) Transportation as determined by the staff, approved by the Board of Directors and supported by the submission of transportation receipts.
    - (3) Transportation to and from airports. Transportation includes mileage (IRS annual standard mileage rate) and parking public transportation, or airporter service. These expenses shall be supported by receipts.
    - (4) The cost of a standard double room including all taxes as quoted in Convention and USA Swimming Business Meeting registration forms. Should two individuals from Pacific Swimming share a room, each individual shall receive half of the cost of the room. These expenses shall be supported by receipts.
    - (5) Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Business Meeting but not to exceed seven days.
3. The Registration Fee shall be paid by the Pacific Swimming Treasurer once the attendees have been approved by the General Chair. The cost of transportation as determined by the staff and approved by the Board of Directors may be advanced upon submission of evidence of payment for transportation. Payment shall be the lesser of either the amount actually paid or the determined cost. Should these amounts differ, final adjustment shall be made when the balance of the Convention or USA Swimming Business expenses is settled. If the applicant fails to attend the Convention or USA Swimming Business Meeting, the registration fee and all advances shall be returned to Pacific Swimming.
  4. Individuals, with the exception of the Athlete Representative(s), who attend Convention and receive Financial Assistance from Pacific Swimming, shall submit a written Summary Report of Meetings attended prior to receiving Financial Assistance.
  5. Seat Selection Fees: Seat selection fees shall be reimbursed if the total does not exceed the transportation financial assistance as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts.
  6. When rooms are shared, in no case shall Pacific Swimming reimburse more that 100% of the cost of the room.

## **B. USA Swimming Workshops**

1. Criteria for Financial Assistance
  - a. Individuals who are approved by the General Chair or
  - b. Approved by Committee Chairs whose budget includes workshop expenses approved by the Board of Directors or House of Delegates as a part of the budgeting process.
  - c. Reimbursement will be supported by appropriate receipts
  - d. Individuals must attend for the entire duration of the workshop.
2. Financial Assistance shall be as follows:
  - a. Pacific Swimming Staff shall determine the most cost-effective travel options based on airfare purchased no later than 21 days prior to departure which shall then be approved by the Board of Directors.
  - b. Transportation as determined by staff, approved by the Board of Directors and supported by the submission of transportation receipts.
  - c. Seat Selection Fees: Seat selection fees shall be reimbursed if the total does not exceed the transportation financial assistance amount as approved by the Board of Directors and supported by the submission of transportation receipts.
  - d. Actual cost of "single room" lodging shall be reimbursed. In case of travel to USA Swimming sponsored events where USA Swimming pays for a "double" room, Pacific Swimming shall pay the additional cost for a single room.
  - e. A Per Diem of \$50 shall be paid for the number of days the individual attends the Workshop unless food and a Per Diem is provided by the workshop host. Additional expenses outside of Per Diem that are not essential will not be reimbursed without approval of the Board of Directors.
  - f. Pacific Swimming Staff approved by the General Chair to attend USA Swimming workshops shall receive financial assistance as if they were attending the Convention or a USA Business Meeting.  
*(see Section V.A.d above).*

## **C. Travel and Lodging Assistance for Officials**

1. Criteria for Financial Assistance:
  - a. Individuals must be approved for financial assistance by the Chair of the Official's Committee
  - b. Receipts shall be submitted to the Officials Chair for approval. Eligible reimbursable expenses include transportation, hotel and meals not to exceed the amount a Club receives for an Athlete
2. National Meets
  - a. Officials, whose application to officiate at a National, Pro Series, Futures or Sectional meet has been approved by USA Swimming's Officials Committee, shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).
  - b. Travel Assistance shall apply only to meets held outside of Pacific Swimming.

- c. An Official shall be eligible to receive Travel Assistance for two meets per year. (September 1 - August 31). An Official may apply for Travel Assistance to:
  - (1) one National/US Open/Junior National Meet and one Pro Series, Futures or Sectional Meet or
  - (2) two Pro Series, Futures or Sectional Meets per year.
- 3. Olympic Trials
  - a. Officials, who have been invited to officiate at Olympic Trials shall receive travel assistance equal to the amount a Club receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).
  - b. Travel Assistance for Olympic Trials shall be in addition to the two meets per year maximum listed above.
- 4. LSC Meets and National-level Meets held inside Pacific Swimming Boundaries
  - a. Assigned Officials (Meet Referee, Starters, Deck Referees, Lead Chief Judges and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive a lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget
  - b. Travel Assistance shall be:
    - (1) Meet Referee, Lead Administrative Referee, Lead Chief Judge shall receive \$100 per night
    - (2) Deck Referees, Starters, Assistant Chief Judges, Assistant Administrative Referees shall receive \$50 per night.
  - c. Officials shall attend the LSC Meet in its entirety. Officials Chair may waive this requirement.