

A.3 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. Members incurring expenses as Team Managers, Coaches, or Chaperones on Pacific Swimming sponsored team trips for competition and/or training shall be reimbursed as provided for in the Budget and are not covered by this policy.

Expenses shall be reimbursable when they have been approved by the Board of Directors or House of Delegates (budgeted expenses meet this requirement) and the amount is supported by appropriate evidence of the expense.

Reimbursement shall be made upon completion of the travel. When expenses are anticipated to be greater than an amount a member could reasonably be asked to temporarily expend, the member may receive an advance payment as approved by the Treasurer. This member shall promptly submit evidence of the expenditure and repay all advanced funds not used. Travel from “home” to airport and return shall be reimbursed at the IRS approved rate for “Contributions to Charitable Organizations,” one reimbursement per vehicle. Actual cost of parking at the airport shall be reimbursed at a rate not to exceed the “long term” parking rate. If no parking cost is incurred, travel shall be reimbursed for two round trips to the airport. Alternative transportation modes may be used, such as taxi, limo, shuttle, etc. with reimbursement not to exceed two round trips by auto or one round trip plus long term parking costs, whichever is the lesser amount.

Actual airfare cost shall be reimbursed at a value not to exceed the 21 day advance fare level. Flight reservations are expected to be made promptly so the cost to Pacific Swimming is minimized. Reimbursement shall be made upon submission of documentation showing the flight reservation and cost. Payments shall be made to the traveler, not to travel agencies.

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.

Meals and taxi/car rental, etc. shall be reimbursed at actual cost. Expenses not clearly required or avoidable shall not be reimbursed.