

Motion 2507FIN01 – LSC All-Star and Camp Coach Travel Support

The Finance Committee moves to add language into the Policies & Procedures to clarify travel support given to coaches on staff for LSC All-Star Teams and Camps.

Purpose: It is necessary to make a policy regarding how much assistance coaches that do not live close to the airports that Pacific Swimming uses for its All-Star Teams and Camps can expect to receive.

SECTION V

TRAVEL EXPENSE REIMBURSEMENT

F. Coach Travel with LSC All-Star or Camp Teams

1. Travel items already covered by other policies and procedures are not eligible for additional reimbursement.
2. These requirements must shall be met for a coach to request reimbursement for travel expenses incurred to participate on an LSC All-Star Team or Camp Staff.
 - a. Travel reimbursement currently provided by the Pacific Swimming Travel Expense Reimbursement policy and procedures will not be considered for additional funding.
 - b. The coach must reside farther than 150 miles from the airport that Pacific Swimming has booked for a given event.
 - c. The coach must email a reimbursement request approval to the travel team's Head Coach and the Finance Vice Chair with the details of the bid for mileage. The coach must obtain written preapproval of expected mileage and lodging from the event's Head Coach and Finance Vice Chair.
 - d. A reimbursement request for not more than \$350 shall be accompanied by the written preapproval.
2. Each individual application will be considered by the Finance Committee and be capped at \$350.00.