

Motion 2111MR Move to incorporate changes to Section V of the Policies and Procedures.

Purpose: Section V of the Policies and Procedures needs to be updated to officially incorporate temporary changes that were made in 2019, add Travel Expense Reimbursement from Appendix 3 of the P&P, add Travel Expense Reimbursement for Officials and make policies consistent throughout the document.

SECTION V

PACIFIC SWIMMING TRAVEL EXPENSE REIMBURSEMENT PLICY

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.

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 or Committee Chair and
- c. Attend the event in its entirety or as specified below

A. UNITED STATES AQUATIC SPORTS (USAS) CONVENTION AND USA SWIMMING BUSINESS MEETINGS

1. Criteria for Financial Assistance Convention and USA Swimming Business Meetings:.

- a. Attend the Convention or USA Swimming Business Meetings for a minimum of two days.
- b. Individuals attending Convention or USA Swimming Business Meetings and approved for Financial Assistance shall be eligible for assistance at one of the following (4) levels:

(1) Full Share Financial Assistance: Individuals or their elected/appointed alternates serving in the following positions: General Chair, Administrative Vice-Chair, Finance Vice-Chair, Program Development Vice-Chair, Program Operations Vice-Chair, 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:

- i. Early Bird Registration or other Registration Costs
- ii. Transportation as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts

- iii. The cost of a standard double room including all taxes as quoted in Convention or USA Swimming Business Meetings 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.
- iv. Per diem of \$50 shall be paid for the number of days the delegate actually attended the Convention or USA Swimming Business Meetings, but not to exceed seven days.

(2) **Partial Share Financial Assistance:** Pacific Swimming Board of Directors and National Committee members who are not attending Convention or USA Swimming Business Meetings in one of the roles listed above. A Partial Share is:

- i. Early Bird Registration or other Registration Costs
- ii. Half of the cost of transportation by staff and approved by the Board of Directors and supported by the submission of transportation receipts
- iii. Half of the cost of a standard double room including all taxes as quoted in Convention or USA Swimming Business Meetings registration forms. Should two individuals from Pacific Swimming share a room, Pacific shall pay half the cost of the room. These expenses shall be supported by receipts.
- iv. A Per Diem of \$25 shall be paid for the number of days the delegate actually attended the Convention or USA Swimming Business Meetings, but not to exceed seven days.

(3) **Newcomer Share Financial Assistance:** Individuals who have not attended Convention or USA Swimming Business Meetings previously and express a desire to attend Convention or USA Swimming Business Meetings and share what they have learned with the LSC. A Newcomer Share is:

- i. Early Bird Registration or other Registration Costs
- ii. The cost of transportation as determined by staff and approved by the Board of Directors and supported by receipts.

(4) **Attendee Share Financial Assistance:** Individual Members of Pacific Swimming who are attending Convention or USA Swimming Business Meetings but do not serve in any of the roles listed above. An Attendee Share is:

- i. Early Bird Registration or other Registration Costs

d. **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.

e. When rooms are shared, in no case shall Pacific Swimming reimburse more than 100% of the cost of the room.

The Registration Fee or other Registration Costs 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 staff and approved by the Board of Directors may be advanced upon submission of transportation receipts. Payment shall be the lesser of either the amount actually paid or the determined cost. Should the amount advanced be in excess of the determined amount, an adjustment shall be made dependent upon the total budgeted amount once all expenses have been settled. If the applicant fails to attend the Convention or USA Swimming Business Meetings, the registration fee and all advances shall be returned to Pacific Swimming.

3. Individuals, with the exception of the Athlete Representative(s), who attend Convention or USA Swimming Business Meetings and receive Financial Assistance from Pacific Swimming, shall submit a written Summary Report of Meetings attended prior to receiving Financial Assistance.
4. Staff members who attend Convention or USA Swimming Business Meetings shall receive a full share of expenses. A full share is:
 - a. Early Bird Registration or other Registration Costs
 - b. Transportation as determined by staff and approved by the Board of Directors and supported by the submission of transportation receipts
 - c. 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.
 - d. The cost of a standard double room including all taxes as quoted in Convention or USA Swimming Business Meetings 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.
 - e. A Per diem of \$50 shall be paid for the number of days the staff member actually attended the Convention or USA Swimming Business Meetings but not to exceed seven days.

B. USA SWIMMING WORKSHOPS

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

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

98 Pacific Swimming’s Staff shall be used to determine the most cost-effective travel options. Airfare shall be purchased
99 no later than 21 days prior to departure to be eligible for reimbursement. Seat selection fees shall be reimbursed if
100 the total does not exceed the transportation as determined by staff and approved by the Board of Directors.
101 Reimbursement shall be made upon submission of transportation receipts
102

103 Actual cost of “single room” lodging shall be reimbursed. In case of travel to USA Swimming sponsored events where
104 USA Swimming pays for a “double” room, Pacific Swimming shall pay the additional cost for a single room.
105

106 A Per Diem of \$50 shall be paid for the number of days the individual attends the Workshop unless food and a Per
107 Diem is provided by the workshop host. Additional expenses outside of Per Diem that are not essential will not be
108 reimbursed without approval of Board of Directors. Pacific Swimming does not reimburse or pay for any alcoholic
109 beverages at any time.
110

111 **C. TRAVEL AND LODGING ASSISTANCE FOR OFFICIALS**

112 Receipts shall be submitted to the Officials Chair for approval. Eligible reimbursable expenses include
113 transportation, hotel and meals not to exceed the amount a Club receives for an Athlete.
114

115 **1. National Meets**

116 a) Officials, whose application to officiate at a National, Pro Series, Futures or Sectional meet has been
117 approved by USA Swimming’s Officials Committee, shall receive travel assistance equal to the amount a Club
118 receives for Athlete Travel Support (See Pacific Swimming Senior Travel Support Guidelines).
119 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 one National/US Open/Junior National Meet and one Pro Series, Futures, or Sectional Meet or two the Pro Series, Futures or Sectional Meets per year.

2. Olympic Trials

- a) An Official invited to officiate at Olympic Trials by the USA Swimming 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 for Olympic Trials shall be in addition to the two per year maximum listed above.

3. Lodging Support for Officials

- a) Assigned Officials (Meet Referee, Starters, Deck Referee, Lead Chief Judge and the Administrative Referees) working LSC Meets who reside 50 miles or more from the meet venue are eligible to receive lodging reimbursement or subsidy as determined by the Board of Directors and supported by the Annual Budget.
b) Officials travelling and lodging with their athlete/family are not eligible for lodging support or subsidy.
c) Officials shall attend the LSC Meet in its entirety unless approved by the Officials Chair prior to the start of the meet.

Any expenditures in excess of the budgeted amount shall be reviewed and approved by the Board of Directors.

Travel Expense Reimbursement Policy for the events listed above is subject to change due to financial constraints as determined by the Board of Directors.