

A.3 PACIFIC SWIMMING TRAVEL EXPENSE REIMBURSEMENT POLICY

A. 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. s Flight reservations are expected to be made promptly so the cost to Pacific Swimming is minimized.~~ Pacific Swimming's Travel Coordinator shall be used to determine the most cost-effective travel options. Airfare shall be purchased no later than 21 days prior to departure to be eligible for reimbursement. 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.~~ Seat selection fees shall be reimbursed if the total does not exceed the transportation as determined by the Board of Directors and supported by the submission of transportation receipts .

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. The purchase of alcoholic beverages is not a reimbursable expense.

B. Travel Assistance for Officials

1. Officials, whose application to officiate at a National, Pro Series 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 A.4 Pacific Swimming Senior Travel Support Guidelines).
2. Travel Assistance shall apply only to meets held outside of Pacific Swimming.
3. 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 type meet, Futures, or Sectional Meet or two the Pro Series, Futures or Sectional Meets.
4. 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 A.4 Pacific Swimming Senior Travel Support Guidelines). Travel Assistance for Olympic Trials shall be in addition to the two per year maximum listed above.
5. Receipts shall be submitted to the Officials Chair for approval. See the guidelines listed above for the type of reimbursable expenses.