

	North Dakota Swimming	Policies and Procedures
Subject: Travel Expense Reimbursements	Document Number: 9.5 Version Number: 01	Effective Date: April 26, 2020 Last Revision: April 26, 2020

9.5 – TRAVEL EXPENSE REIMBURSEMENTS

- A. Expenses incurred to attend ND LSC approved training events such as National Convention, Officials Workshops etc, will be reimbursed as the expense is incurred with a completed expense report and receipts (See [ndswimming.org/Forms/Reimbursement Forms](http://ndswimming.org/Forms/Reimbursement%20Forms)). Upon completion of the training a final expense report must be turned in with proof of attendance and any additional expenses. There will be a maximum of \$40 a day per diem for each attending member.
- B. If expenses are reimbursed and then the training is not completed, all prepaid expenses must be returned to the ND LSC within 30 days of the event.
- C. Members are expected to exercise the same care in incurring expenses that a prudent person would exercise in traveling on personal business. Excessive expenses will not be reimbursed.
- D. The rate for in-state LSC Mileage reimbursements will be at 50% of the IRS rate.
The rate for out-of-state LSC Mileage reimbursements will be at 100% of the IRS rate.
- E. Board members will receive mileage reimbursement for travel to and from LSC meetings and required functions upon completion of an Expense Reimbursement Form.

Document Revision Log					
Version	Date	Description of Change/Sections	Author or Editor	Authority	Control Number
01	04-26-2020	Restructure of P&P/entire document	B.Haglund	BoD	NDS-0001