

	<h2>Policies and Procedures</h2>	
Subject: Travel and Expense Reimbursement General Policy	Document Number: 311 Version Number: 02	Effective Date: April 6, 2019 Last Revision: October 8, 2022

1. REIMBURSEMENT FOR OKS MEMBERS

- 1.1. **PHILOSOPHY**-To support those athletes, coaches, teams and volunteers in OKS who attend various qualified competitions, educational opportunities and OKS/USA Swimming sponsored events.
- 1.2. **REIMBURSEMENT** -Application forms for reimbursement shall be completed using the guidelines included with the application and submitted by the established deadline.

2. BASIS FOR REIMBURSEMENT

2.1. CLUBS –

- 2.1.1. **Coaches Travel:** Clubs are currently eligible for Coaches Travel reimbursement in accordance with the OKS Coach Travel Reimbursement and Guidelines Form as posted on the OKS Website.
- 2.1.2. **Coaches Education:** Clubs are currently eligible for Coaches Education Assistance in accordance with the OKS Coach Education Reimbursement and Guidelines Form as posted on the OKS Website.

2.2. BOD MEMBERS, STAFF and VOLUNTEERS – Are currently eligible for travel and expense reimbursement in accordance with the OKS Expense Report Form as posted on the OKS Website.

2.3. ATHLETES – Athletes are currently eligible for travel reimbursement in accordance with the OKS Athlete Financial Assistance Reimbursement Forms as posted on the OKS Website.

2.4. OFFICIALS – Officials are currently eligible for travel reimbursement in accordance with the OKS Official Travel form as posted on the OKS Website.

3. APPROVALS

- 3.1. All approvals for reimbursement shall follow OKS P&P 310 using the online forms and workflow.
- 3.2. No approvals are allowed outside of the established workflows.
- 3.3. All approvals require supporting documents/receipts.

4. CAUTION-A swimmer should not accept total reimbursement amounts from all sources in excess of the actual out-of-pocket expenses which the swimmer has personally

incurred for that particular meet. To do so could jeopardize the swimmer's ability to compete in future high school, college, or other amateur competition.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	04-06-19	Restructure of P&P / whole document	D. Mink	BOD	OKS-0001
02	10-08-22	Updates to reflect team reimbursement for coaches; add reference to new approval P&P	J. Salcher	BOD	OKS-0002