

	<h2>Policies and Procedures</h2>	
Subject: Meet Travel Reimbursement for Officials	Document Number: 314 Version Number: 03	Effective Date: June 3, 2019 Last Revision: April 8, 2023

1. The Officials Travel Reimbursement is intended to assist with an official's travel expenses:
2. OKSI Officials Traveling to qualifying meets may be eligible for full or partial reimbursement of their travel expenses. A link to the reimbursement process, yearly funded meets, and guiding principles can be found at oks.org.
3. Officials working at a qualifying meet may not receive more than their actual expenses in travel assistance.
4. The Officials Chair or Officials Committee may recommend changes to this policy to the Board of Directors. The Board of Directors retains authority over this program.
5. An official may receive up to \$1600 maximum total meet travel funding per calendar year.
6. OKS Meet hosts for the Division II, 14-under Championships, Senior State Championships, and the State Championships shall pay for hotel accommodations for the Meet Referee and Admin Meet Referee when they travel more than 40 miles one way for the meet. This reimbursement does not count against the #5 above.
7. Reimbursement will be distributed subject to the rules below.
 - 7.1. The official must be registered with OKS for at least six months prior to the meet and be registered with USA Swimming through OKSI as an official during the time of the meet being funded.
 - 7.2. The official must work all sessions of the meet.
 - 7.3. The official must have worked at least 4 sessions each, in at least five OKS sanctioned meets during the 12 months immediately preceding the request for reimbursement.
 - 7.4. Once travel is completed, reimbursement requests for travel assistance shall be submitted using the online form available at oks.org following P&P 310 and 311.

- 7.5. The official must attach a brief trip report to their reimbursement request. The trip report should include:
 - 7.5.1. A brief summary of the experience
 - 7.5.2. Highlights of the meet
- 7.6. Exceptions to this policy may be granted on a case by case basis with the approval of the Officials Chair and the General Chair.
- 8. Reimbursement request must be submitted within 30 days of the conclusion of the meet using the online form at oks.org

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06-03-19	Restructure of P&P / whole document Modified for clarity / whole document Maximum reimbursement no longer capped to two meets / 5. Modified for online forms / 6.4 and 6.5 Trip Report requirement / 6.7 Add exception policy / 6.9	D. Mink	BOD	OKS-0004
02	10-08-22	Update funding process and submittal process	C. Hanson	BOD	OKS-0005
03	4-8-2023	Add meet host paying for hotel accommodations and reimbursement deadline	B. Staab	BOD	OKS-0010