OZARK SWIMMING

USA SWIMMING

TRAVEL EXPENSE REIMBURSEMENT POLICY

1. Purpose: To establish clear guidelines for reimbursing travel-related expenses incurred while conducing authorized business on behalf of Ozark Swimming, Inc.

2. Eligibility: Reimbursement may be provided to:

   a. Coaches, officials, staff, athletes, or board members
   b. Individuals whose travel has been preapproved by the Board
   c. Travel must be pre-approved by the Board to qualify for reimbursement.

3. General Principles
   a. All travel arrangements should be made in coordination with Ozark Swimming, Inc.
   b. Individuals are expected to exercise reasonable judgment to minimize costs.
   c. Original, itemized receipts are required for all reimbursable expenses. Receipts must show what was purchased or paid for.

4. Reimbursable Expenses:
   a. Lodging
      i. Ozark Swimming will book and pay for lodging directly, based on standard accommodation for the event (typically double-occupancy or standard king/queen rooms).
      ii. All individuals will receive the same type of room as available; no upgrades or changes to room type are permitted.
      iii. If an individual chooses to arrange their own lodging, they will not be reimbursed, regardless of cost.
      iv. Any additional charges, such as room upgrades, in-room purchases, or incidental fees, are the responsibility of the individual.
   b. Airfare vs. Mileage (Private Vehicle)
      i. Reimbursement will be provided for either airfare or mileage-whichever is the lower, based on a comparison of:
         1. Mileage is reimbursed at the current GSA rate ($0.70/mile as of Jan 2025).
         2. The reasonable airfare cost, defined as a coach/economy-class round-trip booked at least 14 days in advance of the event.
            a. In cases where airfare requires additional transportation (such as a rental car), the cost of that transportation will be included in the airfare comparison. For example, if a traveler flies to a city that does not host the event, the reasonable cost of a required rental car or ground transportation to the final destination will be added to the airfare for reimbursement comparison.
      ii. If an individual chooses to drive when flying would have been more economical, mileage reimbursement will be capped at the equivalent airfare cost.
      iii. If an individual delays booking airfare and prices rise as a result. reimbursement will be based on the estimated cost had it been booked in a

timely manner (i.e. 14-day advance purchase). Documentation may be used to establish a fair comparison.
   iv. Receipts are required for airfare reimbursement. No receipts are required for mileage reimbursement.

c. Ground Transportation
   i. Reimbursement is allowed for necessary transportation between airport, hotel, and event site, including:
      1. Shuttles, rideshare (Uber/Lyft), taxis, airport parking, and baggage fees.
      2. Rentals cars, but only with prior approval and when necessary (e.g., no shuttle or rideshare option available)
   ii. Individuals are expected to use the most economical method available. Carpooling is encouraged when possible.
   iii. Reimbursement will not be provided for:
      1. Unapproved rental cars
      2. Premium rideshare option (e.g., Uber Black)
      3. Fuel costs unless part of an approved rental car
      4. Personal errands or extra travel unrelated to the event
   iv. Receipts must be submitted for all ground transportation expenses.
d. Per Diem
   i. Per diem is calculated using GSA meal rates for the destination city.
   ii. Travel dates (first and last) are reimbursed at 75% of the daily rate.
   iii. No receipts are required for per diem.
   iv. No reimbursement if meals are provided by the event or included in hotel/airfare.
   v. A full day will be considered if travel is required before noon. If travel is required after noon, it is considered a first/last day of travel.
e. Pre-approved items such as stipends or registration fees must be itemized and approved in advance and will be paid by Ozark Swimming.

5. Companion/Personal Travel
   a. Ozark Swimming will not reimburse expenses for spouses, family members, or any companions who are not approved to travel on official business.
   b. If an individual chooses to bring a companion, they are responsible for any additional costs (e.g., room upgrades, transportation, meals, tickets).
   c. Reimbursement will only be based on the cost for the authorized individual alone- for example, lodging will be reimbursed at the single occupancy rate even if a companion shares the room.
   d. Airfare, mileage, and other transportation costs must reflect only the portion related to the approved individual.

6. Non-Reimbursable Expenses
   a. Alcohol
   b. Personal entertainment or upgrades (airfare, room, rental car, etc.)
   c. Incidental expenses (including room service, internet charges, telephone calls, movies, etc.)
   d. Meals outside of GSA per diem
   e. Travel insurance
   f. Missed wages associated with time off from work

7. Cancellation/No-Shows
    a. If an individual fails to attend a trip for non-emergency reasons after reservations are made, they may be responsible for unrecoverable costs such as hotel cancellation fees or nonrefundable airfare.

8. Submission Process:
    a. Submit the Travel Expense Reimbursement Form online (ozarkswimming.com).
    b. Include all required applicable receipts and documentation
    c. Forms must be submitted within 30 days of travel return date

9. Review and Payment
    a. Reviewed by Treasurer
    b. Reimbursement will be issued within 14 business days of approval
    c. Missing or incomplete submissions may result in delayed or denied reimbursement

Any policy interpretation will be made by the Ozark General Chair or the Ozark Finance Vice-Chair.