



Policies and Procedures

Subject: Travel and Expense Reimbursement - General Policy	Document Number: 304	Effective Date: DRAFT
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1. REIMBURSEMENT FOR NJS MEMBERS
 - a. PHILOSOPHY – To support those athletes, coaches, teams, and volunteers in NJS who attend various educational opportunities and NJS/USA Swimming sponsored events.
 - b. 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
 - a. BOARD MEMBERS, STAFF and VOLUNTEERS – Are currently eligible for travel and expense reimbursement in accordance with the NJS Expense Report Form as posted on the NJS Website.
 - b. OFFICIALS – Officials are currently eligible for travel reimbursement in accordance with the NJS Official Travel form as posted on the NJS Website.

3. APPROVALS
 - a. All approvals for reimbursement shall follow NJSI P&P 302 using the online forms and workflow.
 - b. No approvals are allowed outside of the established workflows.
 - c. All approvals require supporting documents/receipts.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number