

# SENIOR TRAVEL FUND POLICY

## ELIGIBILITY:

To be eligible for reimbursement of travel expenses, swimmers must satisfy the following requirements.

1. The swimmer requesting reimbursement must be currently registered with Gulf Swimming.
2. The swimmer must be a member of a club currently registered with Gulf Swimming, and
  - a. Participate in the meet for which reimbursement is requested as a member of the Gulf Swimming registered team, or
  - b. Participate in the meet as "Unattached" because the transfer period has not elapsed.
3. Other swimmers, as approved by the Board of Directors or House of Delegates of Gulf Swimming, may be eligible for reimbursement.
4. The swimmer must have participated in at least one Gulf sanctioned meet during the same swimming season of the meet for which reimbursement is requested.
5. Relay-only swimmers will be eligible for reimbursement for National Championships and the U.S. Open only. The maximum amount of reimbursement for relay-only swimmers will be set at twenty-five percent (25%) of the maximum amount of reimbursement for swimmers qualifying in one or more individual events. Only National Championships and the U.S. Open will be eligible for relay-only swimmers to be reimbursed. No other meets will be eligible for relay-only swimmers to be reimbursed.
6. Swimmers registered prior to their 18<sup>th</sup> birthday, and holding consecutive annual Gulf Swimming registration, shall be eligible to receive the maximum amount of the reimbursement.
7. Collegiate swimmers, not registered in Gulf Swimming prior to their 18<sup>th</sup> birthday, must hold continuous Gulf Swimming registration for the following periods of time in order to receive the stated reimbursement amount:
  - a. During the first year after a swimmer is registered in Gulf Swimming, the swimmer will not be eligible for the travel fund reimbursement.
  - b. During the second year after a swimmer is registered in Gulf Swimming, the swimmer will be eligible for one-third of the maximum amount of the reimbursement, as determined by the House of Delegates.
  - c. During the third year after a swimmer is registered in Gulf Swimming, the swimmer will be eligible for two-thirds of the maximum amount of the reimbursement, as determined by the House of Delegates.
  - d. Once a swimmer has been continuously registered for four or more years in Gulf Swimming, the swimmer is eligible for the maximum amount of the reimbursement, as long as continuous Gulf Swimming registration is maintained.

## GUIDELINES:

1. Gulf Swimming registered swimmers satisfying the preceding eligibility requirements may receive reimbursement of travel expenses for the following meets:
  - a. Olympic Trials
  - b. Spring Championships and Phillips 66 National Championships
  - c. Junior National Championships
  - d. U.S. Open
  - e. Open Water Championships, National Paralympics Meets, and NCSA Junior Championships
  - f. National and Zone Camps (including Select Camps, Distance Camps, and Open Water Camps)
  - g. ISCA International Senior Cup
  - h. ISCA Summer Senior Blast

- i. Other meets as approved by the Board of Directors or House of Delegates.
2. Gulf Swimming registered swimmers satisfying the preceding eligibility requirements and who have at least one (1) current Long Course Junior Championships qualifying time may be reimbursed for any meet that has qualifying times faster than the USA Swimming Winter Junior Championships, and that is held in the continental United States and outside of the Gulf LSC. Any meet reimbursed under this provision will be considered to be one (1) of the three (3) meets that the swimmer is allowed to be reimbursed per year. The amount of reimbursement for any meet not listed in item 1 above, will be calculated in the same manner as those meets in item 1, using a 70% reimbursement factor. For any reimbursement and meet to be considered under this provision, the swimmer must be pre-approved for reimbursement at least thirty (30) days prior to the start of the meet. The request for pre-approval shall be submitted to the Gulf Swimming Treasurer.
3. The amount of reimbursement for the above meets shall be determined using the Per Diem Policy. The per diem will be based upon the number of nights from one day prior to the swimmer's first individual event in the meet until the day after the swimmer's last individual event in the meet, with a minimum of four (4) days (3 nights). Time Trial events are not included in the determination of the reimbursement dates.
4. Except as provided in items 5 and 6 below, a swimmer will be reimbursed for up to three (3) meets per calendar year.
5. If a swimmer participates in both the National Championship Meet and Junior Championship Meet during Long Course, and both meets are conducted in the same venue, he shall be reimbursed as follows:
  - a. The swimmer's reimbursement for each meet will be calculated separately, according to this policy with the exception that only ½ of the airfare portion will only be applied to each separate meet.
  - b. Each meet is an independent event along with the expenses for each.
  - c. This will count as two of the three meets for the year.
6. During Long Course seasons, when there are both a Trials Class meet and a National Championship, US Open, or Junior Championships, swimmers that attend the Trials Class meet and one of the other meets (National Championship, US Open, or Junior Championships) shall be eligible to receive 100% of each meet and they will be part of the 3 meets per year total.
7. The amount of reimbursement for the above National/Zone Camps shall be limited to airfare expenses in excess of the amount reimbursed by USA Swimming and shall be limited to a maximum of \$300 per swimmer. These expenses must be documented by airfare receipts.
8. If a National meet is held in the Greater Houston Metropolitan Area, there is no Reimbursement for those swimmers residing in the Greater Houston Metro Area. If a National meet is held in the Bryan-College Station Metropolitan Area, there is no Reimbursement for those swimmers residing in the Bryan-College Station Metro Area. This applies only to athletes competing in National Level Meets such as the US Open, Summer or Winter Juniors or Senior Nationals, or Futures. This does not include Zone Level meets held within the Gulf LSC. For those swimmers competing in a National Level Meet outside their Metro Area but within the Gulf LSC:
  - a. If there is No Hotel Stay, and the swimmer is commuting each day: Roundtrip mileage will be paid at the current year's IRS mileage rate for each day actually competing at the Meet. There will be No Per Diem.
  - b. If there is a Hotel Stay –
    - i. Only one roundtrip will be allowed. There will be No airfare calculation.
    - ii. Per Diem will only be paid for the number of nights of a required Hotel Stay. Officials will not receive a per diem.

- iii. Hotel and Per Diem will be calculated using the current Meet Reimbursement formula, using the GSA per diem tables for the year and location of the Meet.
9. Receipts for airfare and hotel expenses must be attached to the request.
10. If expenses are claimed by an athlete for an individual expense item (other than per diem) which exceeds expenses actually incurred by the athlete for that event, the entire reimbursement obligation shall be voided, and Gulf Swimming shall have no obligation to reimburse any expenses for that athlete for that event. For example, if two athletes share a hotel room, each athlete can only claim the portion of the cost of the hotel room actually paid by the athlete less any contribution by the other athlete. Similarly, all other reimbursements from clubs or otherwise must be reported to accurately reflect the actual out-of-pocket cost.
11. In lieu of receipts for meals, a per diem per night stayed at the event will be allowed.
12. When a team is submitting a reimbursement request, a separate form must be submitted for each athlete.
13. The athlete's events must be listed on the reimbursement form, by Event Number and Date of each Event, for the reimbursement to be considered. A separate Meet Entry Report will not be accepted.
14. The request form must be signed by the athlete requesting reimbursement and his/her parent or guardian, if the athlete is under age 18.
15. A copy of the athlete's team travel policy must be on file with Gulf Swimming in order to receive reimbursement.
16. A signed copy of the athlete's team travel policy must be submitted with the reimbursement request.
17. Checks will be issued directly to the athlete requesting reimbursement, unless the athlete is under age 18. If the athlete is under age 18, then the check will be issued to the parent or guardian.
18. In order to be considered for the maximum amount of either the individual or relay-only reimbursement, this request must be electronically delivered no later than thirty-one (31) days after the last day of competition at the meet for which reimbursement is requested. If delivered after thirty- one (31) days, the athlete will be eligible for fifty percent (50%) of the maximum amount of either the individual or relay-only reimbursement.
19. The reimbursement request must be completely filled out or reimbursement will be withheld until the form is complete.