

Iowa Swimming, Inc. Board of Director Travel Policy

Effective Date: January 6, 2024

Last Revision Date: September 1, 2017

Background and Purpose: This policy establishes the Iowa Swimming, Inc. ("IASI") Travel Policy for the members of the IASI Board of Directors and volunteers that are asked to travel for IASI business purposes. It specifies the travel that is eligible for reimbursement and the procedure to request reimbursement for travel. There are three types of travel expenses available for reimbursement from IASI: (a) travel to participate in USA Swimming Committees and workshops that are directly related to the attendee's position with IASI; and (b) travel that is pre-approved by the IASI Board of Directors.

A. Meetings Sponsored by USA Swimming. USA Swimming offers additional meetings and workshops specific to elected and appointed LSC positions. Expenses for these meetings and workshops are usually covered by USA Swimming. If expenses are not covered, the LSC will reimburse reasonable hotel and travel expenses in accordance with this Travel Policy.

B. Expenses Reimbursed by the LSC. IASI will reimburse the following expenses unless they are paid for or otherwise provided by USA Swimming:

1. Hotel Room -

A single occupancy room located at or near the meeting venue.

Athlete members of the Board of Directors, who are 18 years of age and younger may request to share a hotel room with another athlete member, provided both athletes consent to sharing a hotel room.

2. Reasonable Travel Expenses

a. Coach airfare expenses; —no business or first class.

b. Ground transportation to and from the meeting site.

3. Per Diem

a. The reimbursable Per Diem is the Meals and Incidental Expense allowance for the calendar year as published by U.S. General Services Administration Office. The per diem for the first and last day of travel is 75 percent of the total reimbursable amount.

b. Provided in advance if requested.

c. Reimbursable Per Diem does not include a meal allowance when a meal is provided by the meeting host.

C. Athlete Attendees.

1. While traveling to and from the meeting location, athletes, less than age 18, shall be accompanied or chaperoned by a non-athlete member of IASI who is at least 25 years of age and who is also attending the meeting

2. If no elected Athlete Representatives are able to attend the meeting, the General Chair of IASI will select the Athlete Representative(s), with the advice

and consent of the Senior Chair.

D. Expectations and Responsibilities of individuals attending meetings wherein expenses are reimbursed by IASI.

1. Shall attend the meetings commensurate with their positions within IASI.
2. Shall attend, if available, additional sessions important to the LSC, as requested by the General Chair.
3. Each attendee shall prepare a written report of the meeting and workshops attended and submit the written report to the Treasurer and IASI Administration Office for posting on the IASI Website. The written report should be submitted to the Treasurer and IASI Administration Office within two weeks after the conclusion of the meeting.
 - a. The IASI Administration Office shall post the meeting reports on the appropriate pages of the IASI website.
 - b. Attendees will not receive reimbursement for travel expenses until the required written report is submitted to the Treasurer and IASI Administration Office. Reimbursement will be forfeited if the required written report is not submitted within 30 days of the conclusion of the meeting.