



# Policies & Procedures

**BLUE: Updated/revision to current policy**  
**\*Effective 1/1/26**

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## 1500 TRAVEL FUNDS

### 1501 Travel Policy for Eligible Competitions

The LSC shall budget for travel reimbursement as part of the annual budgeting process. The LSC offers travel reimbursement to Athletes, Coaches, and Officials to offset expenses incurred when attending designated Eligible Competitions.

The use of travel funds throughout this policy is subject to budget availability.

Reimbursement is issued as a fixed daily rate based on the meet tier and includes lodging, meals, and travel (airfare, rental car, uber etc.).

#### Reimbursement Limits per Season

Short Course: Sept–Mar | Long Course: Apr–Aug

- Athletes: 1 meet per season, plus Olympic Trials in OT years
- Officials: 1 meet per season, plus Olympic Trials in OT years
- Coaches: 4 per team per season, plus additional coaches in Olympic Trials years based on Olympic Trials (OT) Online Meet Entry (OME) coach report

#### Eligible Competitions: Meet Tier Definitions & Example Rates

The Reimbursement Tiers and Rates will be voted on annually based on the locations of the meets. The LSC has the right to escalate the reimbursement form to the athlete's coach if any expenses or receipts provided appear unusual based on the dates and the locations of the meet.

Tier	Example Meets	Amount Per Day *Approved Annually
Olympic Trials	U.S. Olympic Trials	
Gold	U.S. Nationals, U.S. World Champ Trials, Summer Junior Nationals	
Silver	U.S. Open or equivalent, Winter Junior Nationals, Open Water Nationals & OW Junior Nationals	
Bronze	Futures	
Other	Non-USA Swimming Championship Meets - NCSA	

#### Overall Eligibility Criteria

- All participants must be in good standing with USA Swimming.
- Total reimbursement from all sources may not exceed actual out-of-pocket expenses.
- Reimbursements will require travel receipts for actual expenses incurred to be submitted to verify travel and overnight travel. Examples: Airline receipt, rental car receipt, lodging receipt that matches the number of days requested.

#### Submission Process

To request reimbursement, a completed Travel Reimbursement Form must be submitted within 30 days of the meet's conclusion or event. Forms are available on the NTSI website and must be completed in full for processing and include the receipts for the incurred expenses.

### **1501.1 Athlete Eligibility Criteria**

#### **1501.1 a. Non Collegiate Athletes**

- Athletes must represent NTSI at the Eligible Competition.
- Athletes must have competed in at least six (6) meets in the 12 months prior to the Eligible Competition.
- At least two (2) of these meets must be NTSI-sanctioned, representing their NTSI club.
- Relay-only athletes are eligible for 50% reimbursement if they meet all other eligibility requirements.
- The athlete must compete in all the events registered unless unable to do so because of circumstances beyond their control. In the event the athlete does not compete at the meet, the reimbursement will be evaluated on a case-by-case basis.

#### **1501.1 b. Collegiate Athlete**

College athletes may be eligible for reimbursement if:

- They represent a NTSI club at the Eligible Competition.
- Were registered with a NTSI for 2 consecutive years prior to college.
- Competed in 6 NTSI-sanctioned meets in the 12 months prior to college.
- Competed in and represented NTSI in 1 USA Swimming-sanctioned meet in the 12 months prior to the Eligible Competition.
- Are exempt from the 6-meet rule but must meet all other eligibility criteria.

### **1501.2 Coach Eligibility Criteria**

- Coaches must have an athlete representing their team at the Eligible Competition.
- Coaches must be listed on the team's OME entry
- Each team may receive reimbursement for up to 4 coaches per season, with additional reimbursements allowed in OT years based on the OT OME coach report.

### **1501.3 Official Eligibility Criteria**

- Officials must be registered with NTSI and officiate all sessions unless excused due to extenuating circumstances.
- Officials must have worked at least ten (10) NTSI-sanctioned meets in the 24 months prior to the Eligible Competition.

- Officials must work all sessions of the meet unless excused due to extenuating circumstances

#### **1502 Reimbursement of Other Members Designated by the LSC**

- Travel for LSC purposes by Other Members designated and approved by the LSC General Chair, will be reimbursed for out-of-pocket expenses, mileage and per diem, excluding 3rd party fees, for approved USAS or LSC events only. Other Members must be in good standing with USA Swimming.
- Reimbursed expenses will be based on the following:
  - Lodging expense at max 100% of specified GSA amounts for travel location.
  - Actual airfare expense incurred
  - Ground transportation, including ride share, rental car or personal mileage, while in a location traveling on LSC business
  - Mileage will be calculated using the roundtrip mileage from Dallas city center to the city center of the destination city and will be limited to one (1) claim per vehicle used (in the case of sharing a car).
  - Per diem is based on GSA rates for the location traveled to.
  - Per Diem will be paid using the actual travel dates submitted on the application for reimbursement in accordance with this policy.