

SIERRA NEVADA SWIMMING
SENIOR TRAVEL REIMBURSEMENT PROGRAM
2024 Rules

The SNS Travel Reimbursement Program is established to financially support SNS athletes at National level meets during two separate periods (Spring and Summer). Reimbursement is based upon the standard achieved. Actual reimbursement will not exceed the amount in receipts submitted by each Athlete. This is a reimbursement of allowable travel expenses, not automatic award.

It is the responsibility of each Athlete that submits a reimbursement request through this program to comply with all current NCAA eligibility requirements.

All potentially eligible Athletes and Club Teams must comply with the current SNS Travel and Entertainment Policy. SNS will not reimburse for expenses incurred that are not covered by the SNS Travel and Entertainment Policy. [Please review the FAQs at the end of this document for a quick reference about reimbursable expenses]

Time Standard and Reimbursement Maximum Amount

Current Standards – approved 1/2024
2024 Spring Standards are: <ul style="list-style-type: none">• Gold – \$900 - US Open “A” Standards• Silver – \$600 - USA JR Winter Championships “A” Standards• Bronze – \$300 - USA JR Winter Championships “Bonus” Standards
2024 Summer Standards are: <ul style="list-style-type: none">• Gold – \$900 - US Nationals• Silver – \$600 - USA JR Summer Standards• Bronze – \$300 - USA JR Summer “Bonus” Standards

Time Standard Requirement

The time standards are based upon USA Swimming’s minimum entry standard for:

- Winter Jr. Championships (including Bonus standard)
- Summer Jr Nationals (including Bonus standard)
- US Open and
- US Nationals time standards.

The Athlete is eligible for reimbursement at the highest-level time standard that they achieve during the designated time period. Relay only athletes are not eligible for reimbursement.

Maximum Reimbursement Amount

All Athletes that meet a Time Standard criteria are eligible for reimbursement from Sierra Nevada Swimming based upon proof of costs incurred. An Athlete who is eligible for the Gold Standard (\$900) but only submits expenses up to \$750 will only be reimbursed \$750. An Athlete is eligible for only one level of achievement per program period.

Meets Eligible for Reimbursement

An athlete must attend one of the following meets:

-- and --

the meet must be greater than 50 miles from their home **NEW IN 2024**

- Spring
 - Sectionals
 - US Open
 - US Nationals
 - US Winter Jr Championship
- Summer
 - Sectionals
 - Futures
 - Summer JR National
 - US Nationals

Additional Criteria for Athlete Eligibility:

1. The Athlete must achieve one of the Spring Standards or Summer Standards during the time period that makes them eligible for specific National meets.—
2. The Athlete may compete either attached or unattached in the meet where they achieve the Time Standard. However, the Athlete must also compete in; at least two swim meets representing an SNS Club Team (including swimmers who are Unattached but registered with SNS) during the 6 months before they compete in the National level meet.
3. The Athlete must train with a registered SNS Club Team or Coach. The Athlete must hold continuous SNS registration for the 6 months prior to obtaining the qualifying time. For example, if an Athlete achieves the qualifying time standard on January 15, 2024, they Athlete must be registered with SNS since July 15, 2023.
4. The Athlete must represent SNS LSC as their primary LSC at the qualifying meet they are requesting reimbursement of expenses.
5. Paralympic athletes competing at the National level may qualify at the Silver standard. Paralympic athletes competing at the International level may qualify at the Gold standard. (Revised 1/2014)
6. The Athlete must verify that they achieved a qualifying time standard.

- Verify that the time you feel should be considered is in the SNS times database (<http://www.swimconnection.com/sn/exec/Swimmers>).
- If the swim you want considered was at an observed, NCAA, or out of LSC meet, please contact the SNS Registrar, Mark Brown, mark.brown.15@gmail.com

Reimbursement Process

1. A reimbursement request form must be filled out completely, including USA Swimming ID, contact email, and a signature, to be accepted. Incomplete requests will be given one opportunity to amend their initial submission which must be within 10 days of notification from SNS.

2. Athletes may request reimbursement for one or more meets in which they competed during a Program Period to qualify for the full amount. For example, if an Athlete qualifies for Futures and Summer Jr. Nationals, SNS will reimburse the Athlete up to the maximum authorized for the achieved time standard for expenses to both meets. However, an Athlete may not submit expenses from both the Spring and Summer Sectionals for reimbursement for the Summer program reimbursement

3. Athletes must submit receipts to support their request for reimbursement. Any receipts sent digitally can only be .jpeg or .pdf formats. (No iPhone .HEIC files.)

4. SNS will post the deadline on its website for each Program Period. The deadline is 11:59 PM PST on “received by” date, not postmark. Late submissions are subject to SNS Board approval.

5. Once an Athlete’s submission is confirmed and approved, the following applies:

- Once your application is received, you will receive receipt confirmation from the SNS Executive Director.
- Checks not deposited or cashed within 60 days will be considered forfeited and a stop payment issued. One warning will be issued by the SNS Executive Director to the submitted contact email at 30 days for any outstanding checks at that time. At 60 days the check will receive a stop payment.
- Checks will not be made out to teams or coaches.
- **NEW IN 2024** Summer Reimbursement payments will not be paid until after September 1st of the qualifying year.

Team Travel Athlete Submissions

1. If attendance at a qualifying meet was through their Club Team travel, the Athlete is responsible for verifying with your Club Team that they are submitting Team Travel receipts on behalf of the Club Team Athletes.

2. Athletes must submit their own reimbursement form but will check the box on the form that indicates that your receipts are part of a team travel submission.

Team Travel Submission Requirements by Club Team

When a Club Team submits reimbursement for multiple Athletes, the following rules apply:

1. Each potentially eligible Athlete must submit a completed Travel Reimbursement form. Incomplete forms will be rejected.
2. The Club Team must provide a full list of all potentially eligible Athletes.
3. The Club Team's submission must include a breakdown, per Athlete for the following: hotel; transportation; meals. Receipts must be submitted to support all potentially eligible expenses. TeamUnify billing screenshots are also valid receipts if statement has meet name and team travel info.
4. Payment will still be made to the Athlete and not the Club.

All potentially eligible Athletes and Club Teams must comply with the current SNS Travel and Entertainment Policy. SNS will not reimburse for expenses incurred that are not covered by the SNS Travel and Entertainment Policy.

FAQs Regarding Reimbursable Expenses

For a complete understanding of what is reimbursable, please review the SNS Travel and Entertainment Policy. Below are some of the more common answers to questions that arise with the submission of a reimbursement request.

1. Meals/Food is for Athletes only. If you travel as a family, or in a group, denote on the receipt how many people the bill is for, and divide the total for the Athlete's portion. That is the only amount that will be reimbursed. For each meal that this is not done, it will not be reimbursed by SNS.
2. Alcohol is never reimbursable and must be excluded from any reimbursement request.
3. Meet entry fees are not reimbursable.
4. For any travel expense (hotel, airfare, rental car, mileage) it must be a direct expense for participation in the Meet. To be eligible for reimbursement, the travel must be within three (3) days of the Meet (before and after).
5. Car travel in your own vehicle is either (a) direct receipts for gas/tolls/parking, or (b) standard mileage reimbursement. If claiming mileage reimbursement, the Athlete will need to list the exact mileage being requested. The SNS Treasurer will apply the current IRS mileage reimbursement set for the year. For example: if the round trip mileage from home to the Pool is 68 miles and the Athlete attended for 4 days the total mileage is 272 OR if the Athlete drives to a meet and stays in a hotel, the mileage to calculate is the roundtrip mileage from your home to the pool (if it is 429 from the Athlete's home to the pool, the Athlete or Official may request reimbursement for 858 miles).

6. Entertainment, personal items, caps, goggles, swim suits, meet shirts, pharmacy items like cold medicine or sunscreen, and person services like a masseuse are not reimbursable.