

NORTH TEXAS SWIMMING, Inc. POLICIES AND PROCEDURES MANUAL

SECTION X TRAVEL FUNDS

10.1 TRAVEL POLICIES

Summary

The LSC will budget for travel as part of the annual budgeting process. Travel reimbursement for Athletes, Coaches, and Officials is intended to mitigate the cost of travel not to fully reimburse actual costs. Members designated to travel by the LSC will be fully reimbursed subject to the definitions outlined in this policy. Travel is subject to limitations as listed in the sections for each category of travel. The use of travel funds throughout this policy is subject to budget availability.

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10.2 TRAVEL POLICY DEFINITIONS AND APPLICABILITY

| Term | Definition | Applies to |
|-----------------------------------|--|---|
| Double Occupancy | Lodging expense at 50% of the amount specified in United States Government Publication 1542 for a given location plus 15% allowance for taxes , for the purpose of determining reimbursement presuming shared accommodations. | Athletes Coaches Officials |
| Eligible Competition | National Championship Meets, Olympic Trials and Futures Meets in accordance with Article 207 and 204.10 of the USA Swimming Rules and Regulations as well as the NSCA Championship Meet. | Athletes Coaches Officials |
| Full Reimbursement | Full reimbursement calculated at 100% of total expenses. LSC travel reimbursement calculated using this method is for the purpose of fully offsetting covered expenses. | Outreach Athletes Other Members Designated by the LSC |
| Ground Transportation | Transportation while in a location traveling on LSC business. Ground transportation may be reimbursed for shared ride, taxi/app, rental car or personal car mileage. | Other Members Designated by the LSC |
| Net Reimbursement | Partial reimbursement calculated at a rate of 80% of total expenses. LSC travel reimbursement calculated using this method is for the purpose of defraying covered expenses. | Athletes Coaches Officials |
| Per Diem | A pre-established daily rate based on United States Government Per Diem Rates published in Publication 1542 for each location, for the purpose of determining reimbursement of Meals and Incidental expenses. Athletes attending training, conventions, USAS Business Meetings, or other events representing the LSC as a designate, may request an advance of their expected Per Diem in cash prior to travel. Each request for an advance will be reviewed and approved by the General Chair and the Finance Chair. | All |
| Receipts and Documentation | Those seeking reimbursement from the LSC for travel must submit a receipt for all the following, when claimed: airfare, lodging, ground transportation, rental cars and fuel as applicable to substantiate that each expense type occurred. It is not necessary to submit additional documentation to substantiate payment of the Per Diem | All |

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| Term | Definition | Applies to |
|------------------------------|--|-------------------------------------|
| Single Occupancy | Lodging expense at 100% of the amount specified in United States Government Publication 1542 for a given location plus 15% allowance for taxes, for the purpose of determining reimbursement presuming dedicated accommodations. | Other Members Designated by the LSC |
| USAS Business Meeting | Annual business meeting for delegates of the LSC and certain elected officers (formerly known as USA Swimming Convention). | All |

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10.3 ATHLETE TRAVEL REIMBURSEMENTS

Summary

It is the policy of North Texas Swimming, Inc. to provide travel reimbursement funds to defray the costs for transportation, lodging, meals & incidental expenses incurred by athletes for their participation in Eligible Competition (*see 10.2 Travel Policy Definitions and Applicability*).

The NTSI Finance Committee will use a Net Reimbursement (*see 10.2 Travel Policy Definitions and Applicability*) method for each type of expense outlined in this section unless otherwise noted. The Finance Committee shall communicate the applicable net reimbursement amounts for the following year by the end of the current year. Reimbursement will be provided for incurred expenses subject to the policies and requirements shown below excluding any travel related expenses paid with loyalty points. NTSI will reimburse a maximum of \$600 for USA Swimming Futures Championships and National Club Swimming Association Championships.

Any athlete registered for the current and previous swim year as an Outreach Athlete may instead receive Full Reimbursement (*see 10.2 Travel Policy Definitions and Applicability*) amounts for incurred expenses subject to the policies and requirements shown below.

10.3.1 COVERED EXPENSES

The following expenses will be covered for athletes participating in Eligible Competition and meeting the eligibility requirements outlined in this policy:

Meals and Incidentals: North Texas Swimming, Inc. will use Per Diem (*see 10.2 Travel Policy Definitions and Applicability*) reimbursement of Meals and Incidentals. The per diem will be based upon the number of days up to two days prior to the swimmer's first event up until a day after the swimmer's last event. Per Diem will be paid using the actual travel dates submitted on the application for reimbursement in accordance with this policy.

Lodging: North Texas Swimming, Inc. will use the Double Occupancy (*see 10.2 Travel Policy Definitions and Applicability*) lodging rate for reimbursement of lodging expenses. Lodging nights will be based upon the number of nights up to two days prior to the swimmer's first event up until a day after the swimmer's last event.

Travel: Travel to Eligible Competition will be reimbursed using one of the following methods:

Mileage: NTSI will use the current mileage reimbursement rates established by the IRS each year. NTSI will calculate the roundtrip mileage from Dallas city center to the city center of the host city and the mileage reimbursement request will be limited to one claim per family. Mileage will be paid at Full Reimbursement not to exceed 1,000 miles round trip.

Airfare cost: NTSI will determine the airfare cost to be reimbursed based on the location of the Eligible Competition using GSA Rates.

Rental Vehicle: NTSI will reimburse a standard rental vehicle or equivalent along with applicable fees, taxes and gasoline for a number of day's rental corresponding to the number of days used for reimbursement of per diem expenses.

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NTSI recommends utilizing the lowest cost option for travel.

10.3.2 ELIGIBILITY REQUIREMENTS

To be eligible for NTSI travel reimbursement funds, the athlete must compete in the Eligible Competition registered with NTSI and meet one of the following criteria:

- The athlete has been continuously registered with North Texas Swimming, Inc. for the 12 months prior to the start of the Eligible Competition
- The athlete has been registered with NTSI in four registration years including and after their thirteenth birthday.

Additionally, all athletes must:

Compete in individual or relay events and have traveled or incurred expenses related to travel to that Eligible Competition. NTSI requirement is that the athlete competes 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.

10.3.3 ADDITIONAL REQUIREMENTS

An athlete may be reimbursed up to two (2) Eligible Competitions per season. In USA Olympic Trial years, athletes that compete in Olympic Trials may be reimbursed for Olympic Trials plus one additional Eligible Competition, Athlete must attest to the fact they have not received reimbursement from other sources.

Athletes or their parents must submit a travel reimbursement application within 30 days of the conclusion of the Eligible Competition. The form must be completed fully in accordance with the form instructions and must be accompanied by Receipts and Documentation (*see 10.2 Travel Policy Definitions and Applicability*).

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10.4 COACH TRAVEL REIMBURSEMENTS

Summary

It is the policy of North Texas Swimming, Inc. to provide travel reimbursement funds to defray the costs for transportation, lodging, meals & incidental expenses incurred by coaches who have athletes participating in Eligible Competition (*see 10.2 Travel Policy Definitions and Applicability*).

Reimbursement for coaches is limited to one (1) per team per Eligible Competition. Unless the LSC is previously instructed by the club prior to the first day of the meet, reimbursement will be issued to the first applicant to submit the proper documentation.

The NTSi Finance Committee will use a Net Reimbursement (*see 10.2 Travel Policy Definitions and Restrictions*) method for each type of expense outlined in this section unless otherwise noted. The Finance Committee shall communicate the applicable reimbursements amounts for the following year by the end of the current year. Reimbursement will be provided for incurred expenses subject to the policies shown below excluding any travel related expenses paid with loyalty points.

10.4.1 COVERED EXPENSES

The following expenses will be covered for coaches traveling to coach athletes participating in Eligible Competition and meeting the eligibility requirements outlined in this policy:

Meals and Incidentals: North Texas Swimming, Inc. will use Per Diem (*see 10.2 Travel Policy Definitions and Applicability*) reimbursement of Meals and Incidentals. The per diem will be based upon the number of days up to two days prior to the team's first event up until a day after the team's last event. Per Diem will be paid using the actual travel dates submitted on the application for reimbursement in accordance with this policy.

Lodging: North Texas Swimming, Inc. will use the Double Occupancy (*see 10.2 Travel Policy Definitions and Applicability*) lodging rate for reimbursement of lodging expenses. Lodging nights will be based upon the number of nights up to two (2) days prior to the team's first event up until one (1) day after the team's last event.

Travel: Travel to Eligible Competition will be reimbursed using one of the following methods:

Mileage: NTSI will use the current mileage reimbursement rates established by the IRS each year. NTSI will calculate the roundtrip mileage from Dallas city center to the city center of the host city and the mileage reimbursement request will be limited to one (1) claim per vehicle used (in the case of sharing a car). Mileage will be paid at Full Reimbursement.

Airfare cost: NTSI will determine the airfare cost to be reimbursed based on the location of the Eligible Competition using GSA Rates.

Rental Vehicle: NTSi will reimburse a standard rental vehicle or equivalent along with applicable fees, taxes and fuel for a number of day's rental corresponding to the number of days used for reimbursement of per diem expenses.

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NTSi recommends utilizing the lowest cost option for travel.

10.4.2 ELIGIBILITY REQUIREMENTS

To be eligible for NTSI travel reimbursement funds, the coach's club must have one or more athletes compete in an Eligible Competition.

Additionally, athlete(s) under the direction of the coach must:

Compete in individual or relay events and have traveled or incurred expenses related to travel to that Eligible Competition. NTSI requirement is that the athlete(s) under the direction of the coach compete in all the events registered unless unable to do so because of circumstances beyond their control. In the event the athlete(s) do not compete at the meet, the coach reimbursement will be evaluated on a case by case basis.

10.4.3 ADDITIONAL REQUIREMENTS

A given team may be reimbursed up to a total of two (2) Eligible Competitions per season: a maximum of two (2) total individual coach reimbursements per season, per club. In USA Olympic Trial years, teams that have athletes compete in Olympic Trials may be reimbursed for Olympic Trials plus one additional national meet, Coaches must attest to the fact they have not received reimbursement from other sources.

Coaches must submit a travel reimbursement form within thirty (30) days of the conclusion of the Eligible Competition. The form must be completed fully in accordance with the form instructions and must be accompanied by Receipts and Documentation (*see 10.2 Travel Policy Definitions and Applicability*).

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10.5 OFFICIALS TRAVEL REIMBURSEMENTS

Summary

It is the policy of North Texas Swimming, Inc. to provide travel reimbursement funds to defray the costs for transportation, lodging, meals & incidental expenses incurred by Officials who work a given Eligible Competition (*see 10.2 Travel Policy Definitions and Applicability*).

Reimbursement for Officials is limited to two (2) Eligible Competitions per calendar year per official. Officials must receive prior written approval of the Officials Chair to be eligible for reimbursement. Officials must also work all sessions of the Eligible Competition to be eligible for reimbursement.

The NTSI Finance Committee will use a Net Reimbursement (*see 10.2 Travel Policy Definitions and Applicability*) method for each type of expense outlined in this section unless otherwise noted. The Finance Committee shall communicate the applicable net reimbursement amounts for the following year by the end of the current year. Reimbursement will be provided for incurred expenses subject to the policies and requirements shown below excluding any travel related expenses paid with loyalty points.

10.5.1 COVERED EXPENSES

The following expenses will be covered for coaches traveling to coach athletes participating in Eligible Competition and meeting the eligibility requirements outlined in this policy:

Meals and Incidentals: North Texas Swimming, Inc. will use Per Diem (*see 10.2 Travel Policy Definitions and Applicability*) reimbursement of Meals and Incidentals. The per diem will be based upon the number of days up to one (1) day prior to the start of the Eligible Competition up until one (1) day after the conclusion of the Eligible Competition. Per Diem will be paid using the actual travel dates submitted on the application for reimbursement in accordance with this policy.

Lodging: North Texas Swimming, Inc. will use the Double Occupancy (*see 10.2 Travel Policy Definitions and Applicability*) lodging rate for reimbursement of lodging expenses. Lodging nights will be based upon the number of nights up to one (1) day prior to the start of the Eligible Competition up until one (1) day after the conclusion of the Eligible Competition.

Travel: Travel to Eligible Competition will be reimbursed using one of the following methods:

Mileage: NTSI will use the current mileage reimbursement rates established by the IRS each year. NTSI will calculate the roundtrip mileage from Dallas city center to the city center of the host city and the mileage reimbursement request will be limited to one (1) claim per vehicle used (in the case of sharing a car). Mileage will be paid at Full Reimbursement.

Airfare cost: NTSI will determine the airfare cost to be reimbursed based on the location of the Eligible Competition using GSA Rates.

Rental Vehicle: NTSi will reimburse a standard rental vehicle or equivalent along with applicable fees, taxes and fuel for a number of day's rental corresponding to the number of days used for reimbursement of per diem expenses.

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NTSi recommends utilizing the lowest cost option for travel.

10.5.2 ELIGIBILITY REQUIREMENTS

To be eligible for NTSI travel reimbursement funds, the Official must be attached to North Texas Swimming for the current and previous swim year and must have received prior written approval from the Officials Chair for the Eligible Competition.

Additionally, officials must have traveled or incurred expenses related to travel to that Eligible Competition. The NTSI requirement to be eligible for reimbursement is that the official work all sessions of the Eligible Competition unless unable to do so because of circumstances beyond their control. In the event the official does not work at the meet, the reimbursement will be evaluated on a case by case basis.

10.5.3 ADDITIONAL REQUIREMENTS

An official may be reimbursed for up to two (2) Eligible Competitions per calendar year with prior written approval from the Officials Chair. Officials must also attest to the fact they have not received any reimbursement from other sources for the Eligible Competition.

Officials must submit a travel reimbursement form within thirty (30) days of the conclusion of the Eligible Competition. The form must be completed fully in accordance with the form instructions and must be accompanied by Receipts and Documentation (*see 10.2 Travel Policy Definitions and Applicability*).

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10.6 REIMBURSEMENT OF OTHER MEMBERS DESIGNATED BY THE LSC

Summary

It is the policy of North Texas Swimming, Inc. to provide travel reimbursement funds to fully offset expenses for transportation, lodging, meals & incidental expenses incurred by other members when designated by the LSC and traveling to designated events. Any member traveling to a designated event, as a training attendee, attending in a named position to the USAS Business Meeting (*see 10.2 Travel Policy Definitions and Applicability*), as an Officials National Evaluator to an NT sanctioned Officials Qualifying Meet or other designations as nominated by the General Chair and approved by the Board of Directors shall be reimbursed as set forth in this policy section.

The NTSI Finance Committee will use a Full Reimbursement (*see 10.2 Travel Policy Definitions and Applicability*) method for each type of expense outlined in this section. The Finance Committee shall communicate the applicable Full Reimbursement amounts for the following year by the end of the current year. Reimbursement will be provided for incurred expenses subject to the policies shown below excluding any travel related expenses paid with loyalty points.

10.6.1 10.6.1 COVERED EXPENSES

The following expenses will be covered for other members designed traveling and meeting the eligibility requirements outlined in this policy:

Meals and Incidentals: North Texas Swimming, Inc. will use Per Diem (*see 10.2 Travel Policy Definitions and Applicability*) reimbursement of Meals and Incidentals. The per diem will be based upon the number of days traveling up to one (1) day prior to the start of the designated event up until one (1) day after the conclusion of the event. Per Diem will be paid using the actual travel dates submitted on the application for reimbursement in accordance with this policy.

Lodging: North Texas Swimming, Inc. will use the Single Occupancy (*see 10.2 Travel Policy Definitions and Applicability*) lodging rate for reimbursement of lodging expenses. Lodging nights will be based upon the number of days traveled minus one.

Travel: Travel to a designated event will be reimbursed using one of the following methods:

Mileage: NTSI will use the current mileage reimbursement rates established by the IRS each year. NTSI will calculate the roundtrip mileage from Dallas city center to the city center of the host city and the mileage reimbursement request will be limited to one (1) claim per vehicle used (in the case of sharing a car).

Airfare cost: NTSI will determine the airfare cost to be reimbursed based on the location of the Eligible Competition using GSA Rates.

Rental Vehicle: NTSi will reimburse a standard rental vehicle or equivalent along with applicable fees, taxes and fuel for a number of day's rental corresponding to the number of days used for reimbursement of per diem expenses.

Ground Transportation (*see 10.2 Travel Policy Definitions and Applicability*): North Texas Swimming, Inc. allows ground transportation expenses on any of the days traveled.

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NTSi recommends utilizing the lowest cost option for travel.

10.6.2 ELIGIBILITY REQUIREMENTS

To be eligible for NTSI travel reimbursement funds, the member must be attached to North Texas Swimming for the current year, unless they are an Officials National Evaluator or other designee as nominated by the General Chair and approved by the Board of Directors.

Additionally, members must have traveled or incurred expenses related to travel to that designated event. The NTSI requirement to be eligible for reimbursement is that the member fully attend the designated event unless unable to do so because of circumstances beyond their control. In the event the member does not attend the designated event, the reimbursement will be evaluated on a case by case basis.

10.1 ADDITIONAL REQUIREMENTS

Members must also attest to the fact they have not received any reimbursement from other sources for the designated event.

Members must submit a travel reimbursement form within 30 days of the conclusion of the Designated Event. The form must be completed fully in accordance with the form instructions and must be accompanied by Receipts and Documentation (*see 10.2 Travel Policy Definitions and Applicability*).