

GULF SWIMMING
SENIOR TRAVEL FUND POLICY
2015 2016

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 Nationals 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. No reimbursement will be issued for relay only swimmers at Junior Championships.
6. Swimmers registered prior to their 18th 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 18th 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 registers with Gulf Swimming, the swimmer will not be eligible for the travel fund reimbursement.
 - b. During the second year after a swimmer registers 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 registers 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 Camps (including Select Camps, Distance Camps, and Open Water Camps)

- g. Other meets as approved by the Board of Directors or House of Delegates.
2. The amount of reimbursement for the above meets shall be determined using the Per Diem Policy on page 4). The per diem will be based upon the number of nights from one day prior to the swimmer's first event until the day after the swimmer's last event, with a minimum of four (4) days (3 nights).
3. Except as provided in items 4 and 5 below, a swimmer will be reimbursed for up to 3 meets per season as follows: spring meet, summer meet and a winter meet.
4. 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(50%) of the airfare portion will 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 season.
5. 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 each will be part of the 3 meet per season total.
6. The amount of reimbursement for the above National Camps shall be limited to airfare expenses in excess of the amount reimbursed by USA Swimming and shall be limited to a maximum of \$150 per swimmer. These expenses must be documented by airfare receipts.
7. No reimbursement will be paid for meets in the Greater Houston Metropolitan area.
8. Any meet that is reimbursable by Gulf Swimming must be open to all members of Gulf Swimming and must only be restricted by minimum time standards. If the meet is restricted to certain club members (that is, an "Invitational Meet" or any type of meet where the entries are not accepted without discrimination), then the meet will not be reimbursable by Gulf Swimming.
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 Diem Policy, page 4) per night stayed at the event will be allowed.
12. 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.
13. The request form must be signed by the athlete requesting reimbursement and his/her parent or guardian, if the athlete is under age 18.
14. **[Effective 10/1/13]** A copy of the athlete's team travel policy must be on file with Gulf Swimming in order to receive reimbursement.
15. **[Effective 10/1/13]** A signed copy of the athlete's team travel policy must be submitted with the reimbursement request.
16. 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.

17. In order to be considered for the maximum amount of either the individual or relay only reimbursement, this request must be delivered or postmarked no later than thirty one (31) days after the last day of competition at the meet for which reimbursement is requested. If delivered or postmarked after thirty one (31) days, and on or before sixty (60) days, the athlete will be eligible for fifty percent (50%) of the maximum amount of either the individual or relay only reimbursement. If the reimbursement request is delivered or postmarked after sixty (60) days, the swimmer will not be eligible for any reimbursement.
18. The reimbursement request must be completely filled out or reimbursement will be withheld until the form is complete.