

GULF SWIMMING
GULF SWIMMING PER DIEM
2007-2008

Gulf Swimming uses the United States Government Per Diem Rates published in Publication 1542 for Gulf Swimming travel reimbursement. Publication 1542 has two components: Lodging, and Meals and Incidentals (M & I). These figures, combined with Airfare, all adjusted by the Gulf Swimming pay out ratio, will give the total maximum reimbursement amount. This policy is designed to provide a uniform and defensible reimbursement to all.

The per diem rates will be taken straight out of Publication 1542, which gives the maximum per diem rate that can be used without treating part of the per diem allowance as wages for taxable purposes. This Publication gives different lodging and M & I rates, depending on the location, and takes into account the cost of living differences in various parts of the country.

This policy has three parts:

1. The Government Publication 1542 per diem rates is used for all Gulf reimbursable trips.
2. The standard advance purchase airfare (minimum 3 week advance purchase) amount is used for all Gulf Swimming reimbursable trips.
3. The Meals & Incidentals component is used for all travel, where the lodging is paid by USA Swimming or the Gulf, and meals are not provided.

GULF SWIMMING
SENIOR TRAVEL FUND POLICY
2007-2008

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 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 swimming season immediately preceding 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 ConocoPhillips 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 1). 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 item 4, if a swimmer participates in two or more of these meets (National Championship Meet, Junior National Championship Meet, or NCSA Junior Championship Meet) during a single season, he shall be reimbursed for only one of those meets.
4. If a swimmer participates in both the National Championship Meet and Junior Championship Meet during the Summer, 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.
 - b. Each meet is an independent event along with the expenses for each.
 - c. The swimmer will be eligible to receive 100% of the larger allowable amount plus 50% of the smaller allowable amount.
5. 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.
6. No reimbursement will be paid for meets in the Greater Houston Metropolitan area.
7. Receipts for airfare and hotel expenses must be attached to the request.
8. 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 the Gulf 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.
9. In lieu of receipts for meals, a per diem (Per Diem Policy, page 1) per night stayed at the event will be allowed.
10. 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.
11. The request form must be signed by the athlete requesting reimbursement and his/her parent or guardian, if the athlete is under age 18.
12. 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.
13. 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.
14. The reimbursement request must be completely filled out or reimbursement will be withheld until the

form is complete.

