



Swim GSA Team Travel Financial Policy

Approved: 7/25/18

Revised: 6/13/19

FINANCIAL

1. Individual swimmers are responsible for their personal meet entry expenses, transportation, lodging, meals and extracurricular activities. When travel fees are applied to individual swimmers, Swim GSA will pay for the coaches' reasonable travel expenses. Swimmers attending national meets are responsible to pay for the coaches' and chaperones' reasonable travel expenses, as outlined in the team reimbursement policy. Coaches' and chaperones' expenses will be split equally among all the swimmers attending the meet and a travel surcharge will not apply.
2. Business Manager will coordinate and communicate all travel arrangements including: meet entry expenses, transportation, hotel, meals, extracurricular activities, and cost for coaches'/chaperones' expenses. If the above costs are to be individually charged at a rate different from actual costs, then agreement by all parties shall be obtained in advance.
3. Business Manager will confirm sleeping arrangements for swimmers and provide an estimate of all costs in writing. Parents or legal guardians will acknowledge receipt of the estimate and respond by agreeing to reimburse the team for the final actual expense allocations based on organizers' best pre-trip estimate, as long as the final costs are reasonably close the estimate.
4. Individual swimmers are responsible for all incidental charges, including any damages or thievery at hotel or other visited establishments during the trip.

Swim GSA Team Travel Financial Policy



Please sign and return this page

I confirm that I have read and understand the financial obligations as outlined in the Swim GSA Team Travel Financial Policy. I agree to reimburse the team for the final actual expense allocations as described in the Swim GSA Team Travel Financial Policy.

SGSA Parent/Legal Guardian (Signature)

Date

SGSA Parent/Legal Guardian (Signature)

Date