



# Policies & Procedures

**Rust: Updated/revision to current policy**

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## 1500 TRAVEL FUNDS

**1501 Travel Policies** - The LSC shall budget for travel reimbursement as part of the annual budgeting process. For Athletes, ~~Coaches~~, and Officials the travel reimbursement program is intended to mitigate the cost of travel for athletes and the ~~coaches and~~ officials who support those athletes. Eligibility for the program is earned through active participation in North Texas Swimming sanctioned competition. Other members designated to travel by the LSC will be fully reimbursed for travel subject to the definitions outlined in this policy. The use of travel funds throughout this policy is subject to budget availability. **The Reimbursement Caps will be published annually prior to the first eligible competition in that calendar year.**

### 1502 Definitions and Applicability

| Term                        | Definition  | Applies to                                  |
|-----------------------------|---|---|
| <b>Eligible Competition</b> | 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 <b>as well as the TYR Pro Series (Olympic Years only)</b>   | Athletes<br><del>Coaches</del><br>Officials |
| <b>Funding Formulas</b>     | <p>Reimbursement amounts for Eligible Competition shall be determined using the Double Occupancy Rate, Per Diem and Roundtrip Airfare Rate or IRS Mileage for each Eligible Competition location, as specified in this policy.</p> <p>Each eligible meet shall be subject to a reimbursement cap, which will cap reimbursement for members applying for that event. Reimbursement caps <b>are by tier of meet and</b> are as follows:</p> <ul style="list-style-type: none"> <li>● Tier 3 <ul style="list-style-type: none"> <li>● Futures</li> <li>● NCSA Spring/Summer Championships</li> <li>● Open Water Jr/Sr Nationals</li> <li>● Winter Junior Nationals</li> <li>● Pro Series (Olympic Years Only)</li> </ul> </li> <li>● Tier 2 <ul style="list-style-type: none"> <li>● Summer Jr/Sr Nationals</li> <li>● US Open</li> </ul> </li> <li>● Tier 1 <ul style="list-style-type: none"> <li>● US Olympic Team Trials</li> </ul> </li> </ul> <p>Once determined, the Funding Formulas and <b>Reimbursement Caps</b> should be published annually prior to the first eligible competition in that calendar year.</p> | Athletes<br><del>Coaches</del><br>Officials |

|                                   |   |   |
|-----------------------------------|---|---|
| <b>Full Reimbursement</b>         | Full reimbursement calculated at 100% of total expected expenses in the amount specified in the travel reimbursement funding formulas published for a covered meet or authorized LSC travel. LSC travel reimbursement calculated using this method is for the purpose of fully offsetting covered expenses.   | All   |
| <b>Receipts and Documentation</b> | Those seeking reimbursement from the LSC for travel must submit a receipt for all of 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.<br><br>The LSC may also ask for documentation substantiating any eligibility requirements stipulated herein. | All   |
| <b>USAS Business Meeting</b>      | Annual business meeting for delegates of the LSC and certain elected officers (formerly known as USA Swimming Convention).  | Other Members Designated by the LSC         |
| <b>Double Occupancy Rate</b>      | 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<br><del>Coaches</del><br>Officials |
| <b>Single Occupancy Rate</b>      | 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         |
| <b>Ground Transportation</b>      | 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         |

|                               |  |     |
|-------------------------------|--|-----|
| <b>IRS Mileage</b>            | Mileage incurred while traveling using a personal car to an Eligible Competition or authorized LSC travel, where that was the sole mode of transportation used; Either IRS Mileage or Roundtrip Airfare Rate may be claimed, not both. NTSI will use the current mileage reimbursement rates established by the IRS each year. Mileage will be calculated using the roundtrip mileage from Dallas city center to the city center of the destination city and will be limited to one (1) claim per vehicle used (in the case of sharing a car). Mileage will be paid at Full Reimbursement. | All |
| <b>Per Diem</b>               | <p>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.</p> <p>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 <b>Vice</b> Chair.</p>  | All |
| <b>Roundtrip Airfare Rate</b> | NTSI will determine the airfare cost to be reimbursed based on the location of the Eligible Competition using GSA Rates for Athletes, <b>Coaches</b> and Officials, and based upon actual costs for Other Members Designated by the LSC.   | All |

**1503 Athlete Travel Reimbursements** - 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 1502 Definitions and Applicability). NTSI will use a Full Reimbursement (1502 Definitions and Applicability) method for each type of expense outlined in this section. 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 recommends utilizing the lowest cost option for travel.

1. Covered Expenses - The following expenses will be covered for athletes participating in Eligible Competition and meeting the eligibility requirements outlined in this policy:
  - a. Meals and Incidentals: North Texas Swimming, Inc. will use Per Diem (see 1502 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.

- b. Lodging: North Texas Swimming, Inc. will use the Double Occupancy (see 1502 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.
- c. Travel: Travel to Eligible Competition will be reimbursed using one of the following methods:
  - i. Mileage: NTSI will use the IRS Mileage (see 1502 Definitions and Applicability) method and the mileage reimbursement request will be limited to one claim per vehicle used (in the case of sharing a car).
  - ii. Airfare cost: NTSI will use the Roundtrip Airfare Rate (see 1502 Definitions and Applicability) based on the location of the Eligible Competition.
  - iii. Rental Vehicle: NTSI will reimburse a standard rental vehicle or equivalent along with applicable fees, taxes and gasoline for a number of days rental corresponding to the number of days used for reimbursement of per diem expenses.

2. Eligibility Requirements - To be eligible for NTSI travel reimbursement funds:

- a. the athlete (and athlete's club, where attached) must be registered in good standing with NTSI, compete in the Eligible Competition and meet all of the following criteria:
- b. the athlete must compete with their NTSI registered club affiliation as their primary representation.
- c. In the 12 months prior to the start of the Eligible Competition, the athlete must have competed in six (6) meets, two (2) of which must be NTSI sanctioned meets, representing a North Texas Swimming member club team.
- d. Relay-only athletes, having met the eligibility requirements listed above, are eligible to be reimbursed at a level of 50% of individual event participants.
- e. The athlete may be reimbursed up to two (2) Eligible Competitions per calendar year (January-December)-~~season [short course (Sept. 1— March 31) & long course (April 1—Aug 31)]~~. In USA Olympic Trial years, athletes that compete in Olympic Trials may be reimbursed for Olympic Trials in addition to their two Eligible ~~Long Course Season~~ Competitions.
- f. The athlete (or their parents) must attest to the fact they have not received any reimbursement from other sources.
- g. The athlete must compete 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.

3. Additional Requirements – The athlete 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 1502 Definitions and Applicability).

~~1504 Coach Travel Reimbursements (Section stricken effective 1/1/2026)~~—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 1502 Definitions and Applicability). Reimbursement for coaches is limited to a maximum of three (3) per team per Eligible Competition. Coaches must be noted on a team's OME entry report to be eligible for reimbursement. NTSI will use a Full Reimbursement (see 1502 Definitions and Applicability) method for each type of expense outlined in this section. Reimbursement will be provided for incurred expenses subject to the policies and requirements shown below excluding any travel related expenses paid with loyalty points.

- ~~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:
  - ~~a. Meals and Incidentals:~~ North Texas Swimming, Inc. will use Per Diem (see 1502 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.
  - ~~b. Lodging:~~ North Texas Swimming, Inc. will use the Double Occupancy (see 1502 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 team's first event up until a day after the team's last event.
  - ~~c. Travel:~~ Travel to Eligible Competition will be reimbursed using one of the following methods:
    - ~~i. Mileage:~~ NTSI will use the IRS Mileage (see 1502 Definitions and Applicability) method and the mileage reimbursement request will be limited to one claim per vehicle used (in the case of sharing a car).
    - ~~ii. Airfare cost:~~ NTSI will use the Roundtrip Airfare Rate (see 1502 Definitions and Applicability) based on the location of the Eligible Competition.
    - ~~iii. 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.
- ~~2. Eligibility Requirements~~—To be eligible for NTSI travel stipend funds, the coach (and coach's club, where attached) must be in good standing and have one or more athletes competing in the Eligible Competition. Additionally, athlete(s) under the direction of the coach must meet all of the following criteria:
  - ~~a. Have competed in individual events attached to the same club as the coach (or both are similarly unattached)~~

- ~~b. Be themselves eligible for the Travel Reimbursement.~~
- ~~e. Compete in all the events registered unless unable to do so because of circumstances beyond their control. In the event their athlete(s) do not compete at the meet, the coach Travel Reimbursement will be evaluated on a case-by-case basis.~~

### ~~3. Additional Requirement~~

- ~~a. A given club may receive one coach reimbursement each competition up to a total of two (2) Eligible Competitions per season: a maximum of two (2) total individual coach reimbursements per season, per club.~~
- ~~b. In USA Olympic Trial years, teams that have athletes compete in Olympic Trials may receive reimbursement for Olympic Trials plus one (1) additional national meet that season. Coaches must attest to the fact they have not received reimbursement from other sources.~~
- ~~e. 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 1502 Definitions and Applicability).~~

**150+ Meet Officials<sup>2</sup> Travel Stipend-Reimbursement** - 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, having actively participated in North Texas Swimming sanctioned competition, are selected to participate in an Eligible Competition (see 1502 Definitions and Applicability). NTSI will use a Full Reimbursement (see 1502 Definitions and Applicability) method for each type of expense outlined in this section. 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 recommends utilizing the lowest cost option for travel.

1. Covered Expenses - The following expenses will be covered for officials having applied to, been approved for and traveling to officiate in Eligible Competition and meeting the eligibility requirements outlined in this policy:
  - a. Meals and Incidentals: North Texas Swimming, Inc. will use Per Diem (see 1502 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.
  - b. Lodging: North Texas Swimming, Inc. will use the Double Occupancy (see 1502 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.

- c. Travel: Travel to Eligible Competition will be reimbursed using one of the following methods:
  - d. Mileage: NTSI will use the IRS Mileage (see 1502 Definitions and Applicability) method and the mileage reimbursement request will be limited to one claim per vehicle used (in the case of sharing a car).
  - e. Airfare cost: NTSI will use the Roundtrip Airfare Rate (see 1502 Definitions and Applicability) based on the location of the Eligible Competition.
  - f. 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.
2. Eligibility Requirements - To be eligible for NTSI Travel Stipend funds, the Official must be registered in good standing with NTSI, and meet all of the following criteria:
- a. The official must have worked in at least ten (10) meets sanctioned by North Texas Swimming, Inc. during the twenty-four (24) months prior to the start of the Eligible Competition
  - b. Must 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 all sessions of the meet, payment of the Travel Stipend will be evaluated on a case-by-case basis.
3. Additional Requirements
- a. An official in good standing may receive the Travel Stipend for up to two (2) Eligible Competitions per calendar year. In USA Olympic Trial years, officials that work at Olympic Trials may be reimbursed for Olympic Trials plus one additional Eligible Competition. Officials must attest to the fact they have not received reimbursement from other sources.
  - b. Officials must submit a Travel Stipend Application 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 will be paid from North Texas Swimming directly to the individual applying.

**1506 Reimbursement of Other Members Designated by the LSC** - 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 to travel 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 1502 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. The NTSI Finance Committee will use a Full Reimbursement (see 1502 Definitions and Applicability) method for each expense type outlined in this section. Reimbursement will be provided for incurred expenses subject to the

policies shown below excluding any travel-related expenses paid with loyalty points. NTSI recommends utilizing the lowest cost option for travel.

1. Covered Expenses - The following expenses will be covered for other designated members traveling and meeting the eligibility requirements outlined in this policy:
  - a. Meals and Incidentals: North Texas Swimming, Inc. will use Per Diem (see 1502 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.
  - b. Lodging: North Texas Swimming, Inc. will use the Single Occupancy (see 1502 Definitions and Applicability) lodging rate for reimbursement of lodging expenses. Lodging nights will be based upon the number of days traveled minus one.
  - c. Travel: Travel to a designated event will be reimbursed using one of the following methods:
  - d. Mileage: NTSI will use the IRS Mileage (see 1502 Definitions and Applicability) method and the mileage reimbursement request will be limited to one claim per vehicle used (in the case of sharing a car).
  - e. Airfare cost: NTSI will use the Roundtrip Airfare Rate (see 1502 Definitions and Applicability) based on the location of travel.
  - f. Rental Vehicle: NTSI will reimburse a standard rental vehicle or equivalent along with applicable fees, taxes and fuel for the number of day's rental corresponding to the days used for per diem expenses. Ground Transportation (see 1502 Definitions and Applicability): North Texas Swimming, Inc. allows ground transportation expenses on any of the days traveled.

## 2. Eligibility Requirements

- a. 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. All persons receiving travel reimbursement funds must be members of USA Swimming in good standing.
- b. 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.

## 3. Additional Requirements

- a. Members must also attest to the fact they have not received any reimbursement from other sources for the designated event.
- b. Members must submit ~~a~~ travel reimbursement ~~form~~ information to the LSC (submission process outlined on website) 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 1502 Definitions and Applicability).