

Title: **Travel Fund Policy**

Effective Date: January 1, 2008 with exceptions noted in the October 2008 LSC House of Delegates Meeting Minutes

Revisions:	March 23, 1999	12.3
	January 27, 2004	12.2.E
	April 27, 2004	Move Glossary, formerly Rule 12, to front of Rules: Transfer 2.8.3 to 12
	June 28, 2005	12.2.I & J; 12.2.2 M & N
	June 27, 2006	12.1
	June 25, 2007	12.1, 12.2, 12.2.1, 12.2.2, 12.4.1, 12.5.2, 12.6.2
	October 27, 2009	2.2.1.D
	January 25, 2011	12.4.2; 12.5.1; 12.5.2.A,B,C, and D; 12.6.1;
	June 28, 2011	12.6.3
	April 24, 2012	12.2.1; 12.2.2; 12.3.4

Scope: This policy establishes a Travel Fund for the purpose of reimbursing members’ expenses incurred for specified competitions. This policy provides direction on collecting the necessary money, managing the Travel Fund, determining eligibility for reimbursement, and making reimbursements. The Travel Fund supports LSC athletes seeking peak performance at a higher level of competition than can be found within the LSC. This fund is not designed as a reward for athletes achieving higher time standards within the progression of USA Swimming Sanctioned Meets that are open to all USA Swimming registered athletes. The reimbursement increases in response to the greater financial burden incurred by the higher level Meets.

12.1 Establishment and Management of Travel Fund.

- 12.1.1 The LSC shall establish a Travel Fund. Money will be contributed to the fund as outlined in 2.8.
- 12.1.2 Any money contributed to the Travel Fund is maintained in a separate account by the LSC Treasurer, who shall establish a bank account and/or certificates of deposit for that purpose.
- 12.1.3 The Treasurer will report to the LSC board and members at least annually on the amount of contributions to and disbursements from the Travel Fund.
- 12.1.4 Each year, the LSC Finance Committee will review the contributions to and disbursements from the Travel Fund over the previous two year period, and will request the Age Group Committee and the Senior Committee to make recommendations for revision(s) of the Policy, if necessary, to ensure the Travel Fund contributions and disbursements are reasonably balanced over time.

12.2 Disbursement of Travel Funds—Swimmer Reimbursement

- 12.2.1 A table of Qualifying Meets for swimmer reimbursement will be published by the Technical Planning Committee on the Wisconsin Swimming website each year at the end of the Long Course season, by October 1st, for the upcoming Short Course and Long Course seasons.
- 12.2.2 National Junior Team member travel will be reimbursed based on USA Swimming's recommendation. A NCSA Junior Team member will be reimbursed two hundred fifty dollars (\$250), upon receipt, by the LSC Treasurer, of his/her written Meet Report. These funds will be obtained from the LSC General Fund.
- 12.2.3 The LSC Treasurer shall calculate the reimbursement shares at the end of the Long Course season.

12.3 Swimmer Reimbursement Procedures

- 123.1 A team with a swimmer(s) eligible for reimbursement must submit the WSI Travel Reimbursement Request to the LSC Treasurer within sixty (60) days from the first day of competition of the qualifying meet along with a copy of the meet Final results indicating/highlighting at least one individual event or relay event in which the swimmer competed to show the swimmer's eligibility for the level of reimbursement requested.
- 123.2 The LSC Treasurer shall reimburse the club the swimmer represents for no more than one hundred percent (100%) of the travel expense using the existing formula in October.
- 12.3.3 If a swimmer did not represent a club, the LSC Treasurer will reimburse the swimmer after the swimmer has submitted the Travel Reimbursement Request to the LSC Treasurer along with original itemized expense receipts for expenses to attend the qualifying meet and a copy of the meet Final Results indicating/highlighting at least one individual event in which the swimmer competed. The request and reimbursement occurs as stated in 12.4.1 and 12.4.2 above.
- 12.3.4 Request for Any Exception: A swimmer requesting an exception to the Travel Fund disbursement policy must make the request to the Age Group/Senior Committee in writing prior to attending the subject meet.

12.4 Swimmer Reimbursement Limits:

- 12.4.1 Travel Fund reimbursement will not exceed expenses.
- 12.4.2 A swimmer is eligible for reimbursement for the Central Zone 14 & Under Championships (Age Group Meet), or the Senior Zones, or the Long Course Sectional Meet, but is not eligible for Travel Fund assistance for all three Meets.

12.5 Disbursement of Travel Funds—Team Reimbursement

12.5.1 A WSI registered Team that sends athletes to a qualifying meet (not including the Central Zone 14 & Under Championships or Senior Zones) will be reimbursed based on the number of individual athletes who participate in the Meet. Each team share will correspond to the reimbursement dollar amount for a single individual athlete participating in the Meet.

12.5.2 Reimbursement will occur as follows

Between 1 and 6 athletes participating one share

Between 7 and 12 athletes participating two shares

Between 13 and 18 athletes participating three shares

For more than 18 athletes participating, the scale continues in multiples of six (6) athletes.

12.6. Team Reimbursement Procedures

12.6.1. A team eligible for reimbursement must submit the LSC Travel Reimbursement Request along with a copy of Meet Final Results, indicating/highlighting the number of eligible individual event swimmers and relay event only swimmers competing, to the LSC Treasurer within sixty (60) days from the first day of competition of the qualifying Meet.

12.6.2. The LSC Treasurer shall reimburse the club that said coach represented using the existing formula in October.

12.6.3 Failure to submit the reimburse by the sixty (60) day deadline will result in forfeiture of reimbursement. All reimbursement request forms must be postmarked by the due date or a fax or an e-mail must be sent by the due date.

12.7 Swimmer Requirements for Reimbursement Eligibility:

12.7.1 Disability Championship Meet: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming for the previous and current years and have competed in individual events in at least three (3) LSC sanctioned or approved Meets.

12.7.2 Sectional Meets, Central Zone 14 & Under Championships and Senior Zone Championship Meets: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming for the current year.

12.7.3 All Other Reimbursable Meets: A swimmer must have been a USA Swimming registered swimmer in Wisconsin Swimming in the previous and current years and must have participated in individual events in at least three (3) LSC Championship Meets.

Reasons for Changes:

March 23, 1999	Add Team/Coach reimbursement
January 27, 2004	Establish reimbursement requirements for swimmers competing in USA Swimming Disability Championship Meets
June 28, 2005	12.1 G & H Revise reimbursement for U.S. Open 12.1.2 Add reimbursement for Junior Championships, NCSA Junior Meets, U.S. Paralympic National Championships, and U.S. Paralympic Open
June 27, 2006	12.1 Change to formally establish the Travel Fund; re-number other sections 12.2 through 12.6
June 25, 2007	Revise section 12.2 to reflect reimbursement shares rather than exact dollars
October 27, 2009	12.2.1.D Added U.S. Open & World Trials
January 28, 2011	12.4.2 Established reimbursement for only one of the three listed Meets 12.5.1 Includes relay only swimmers in reimbursements 12.5.2.A, B, C, and D. Strike "individual" preceding "swimmer" 12.6.1 Add "relay only event" swimmer 12.7.2 Change "Speedo" to "Sectional" Meet
April 24, 2012	12.2.1 Eliminate identifying specific qualifying Meets; specify Technical Planning Committee will post qualifying Meets on LSC website by October 1st of each year 12.2.2 Added reimbursement for National Junior Team member and NCSA member from General Fund 12.3.4 Age/Senior Committee to review request for exception, rather than LSC Review Board