ARIZONA SWIMMING	**POLICY & PROCEDURE**	**POLICY NUMBER:** 101
	Subject: **TRAVEL**	**EFFECTIVE DATE:** **05/01/03** Approved: 04/23/2003

I. PURPOSE

This Policy & Procedure establishes guidelines to govern travel expense allowance(s) for individuals representing Arizona Swimming, Inc. Only members of Arizona Swimming shall be eligible for reimbursement of travel related expenses.

II. POLICY STATEMENT

A. The purpose of the travel must ultimately be for the benefit of and be related to Arizona Swimming's activities and programs; such travel must be budgeted in the current fiscal year.

B. Any individual representing Arizona Swimming outside Arizona away from their usual residence is considered in "travel status" governed by this policy. Travelers within Arizona generally are not eligible for travel related reimbursement. Exceptions to this provision can only be granted by the General Chairman.

C. Approval for travel must be granted by General Chairman or appropriate Committee Chairman prior to any travel or travel arrangements being made. This includes trips partially or completely paid for by U.S.A. Swimming or other organizations.

III. PROCEDURES

To facilitate control of travel costs and ensure accountability, the procedures for authorization requests, reimbursement for approved expenses and reconciliation of charges on company credit cards and /or direct payments of expenses should be followed.

A. Travel Authorization

Prior to travel, the appropriate Committee Chairman must approve any and all travel for anyone representing Arizona Swimming in any capacity at an out of state function for which travel expense reimbursement may be requested-Committee Chairman will report monthly to the General Chairman the travel authorized during the previous month. The report should contain information regarding who is traveling, the purpose of the trip and what budget account the trip should be charged against.

General Chairman shall, on a monthly basis, report to the Board of Directors the travel authorized by the various Committee Chairman(s) for previous month.

B. Travel Arrangements

After approval of travel by the appropriate Committee Chairman, travel reservations and booking may be made. While Arizona Swimming has certain pre-approved travel agent services we recommend you book your flights and other reservations directly through the

airline or on the Internet. Travel agents now charge fees for services and their use can increase travel cost 10% or more.

C. Reimbursable Expenses

The following list of Allowed Expense items will serve as a guideline for individuals traveling on behalf of Arizona Swimming who meet the criteria for "travel status". Allowed expenses are not necessarily all-inclusive and discretion is allowed General Chairman in approving travel expenses required for unusual circumstances. Individuals traveling on behalf of Arizona Swimming are expected to show good judgments in the matter of travel expenses and to have proper regard for economy in the conduct of business. This reimbursement policy reflects the general consensus that travel dates are known well in advance and represents a standard of reasonableness for such travel.

1. Transportation

a. Airfare will be reimbursed at the "Coach – 14 day advance purchase rates"; first class travel at LSC's expense is ~~in~~ never appropriate. Receipts for such travel must be submitted with the Travel and Expense Report. Reimbursement will be for the cost of airfare, taxes and, if appropriate, surcharges charged by authorized travel agencies. Should an individual make personal stops in-route to a business destination point, the individual traveling will only be reimbursed for the round-trip 14 day advance purchase rate coach fare from Phoenix to the business destination point, excluding the personal side trip.

b. In addition to travel by air, those traveling may use of other modes of transportation, such as bus, rail, personal vehicle, and be reimbursed for that travel.

c. State law mandates liability insurance for all private motor vehicles. All members are required to carry liability insurance to be authorized to drive a privately owned vehicle on Arizona Swimming business. Additionally, in order to drive private motor vehicle on Arizona Swimming business, you must possess a valid driver's license and a good driving record.

d. If rental car is authorized, Arizona Swimming will reimburse at the rate of an intermediate car for the number of days on business. Receipts must be submitted for reimbursement.

e. Reimbursement is allowed when other modes of transportation are necessary (i.e., bus, taxi, shuttle to hotel or conference site) for Arizona Swimming business. Receipts for such miscellaneous transportation expense must be submitted with the Travel and Expense Report if over $20. Transportation to and parking at an Arizona airport or other point of departure is not reimbursable.

2. Lodging

Expenses will be allowed for adequate housing necessary and appropriate to the purpose of the trip. Reimburse is available under two scenarios: 1) cases where a host hotel is indicated, the standard for lodging shall be the lodging costs for double accommodations at that hotel, subject to the percentage limitation outlined below, or 2) Where no host hotel is indicated, reimbursement will be based upon the applicable GSA lodging rate (http://policyworks.gov) for the appropriate city. Receipts must be provided. Where the individuals' family has attended, only the costs pertaining to the individual traveling will be reimbursed.

3. Allowance for Meals & Incidental Expenses

Individual shall be reimbursed at a rate of 100% of the then current meal and incidental expense GSA allowance rate (http://policyworks.gov/) for the appropriate city. In no case shall the reimbursement exceed the adjusted Phoenix rate.

4. Registration Fees
The cost of registration should be included on the Travel and Expense Report, even if paid directly by Arizona Swimming, so that the total cost of the trip can be determined. Receipts must be submitted for registration expenses.

5. Telephone, Fax Charge(s) while Traveling
   a. Arizona Swimming will not reimburse for personal phone calls. Faxes sent received which are appropriate to the purpose of the travel will be reimbursed at their cost.

6. Business Entertainment
   a. As with other expenses, entertainment must be approved in advance by the appropriate Committee Chairman. Business entertainment is allowable when the Committee Chairman determines it to be advantageous to Arizona Swimming to show hospitality and gratitude. Such entertainment should be expected to return a benefit to Arizona Swimming. Hospitality and courtesy between individuals or groups in the normal course of business will not be considered cause for reimbursement.
   b. To be reimbursed for such an expense, the traveler must indicate on the Travel and Expense Report "who is to be entertained and for what reason they will be entertained." Receipts must be submitted for reimbursement.

7. Miscellaneous Expenses
   a. An allowance for those miscellaneous expenses is included in the GSA per diem rate as adjusted.

D. Items not Reimbursable
Items specifically not reimbursable include reimbursement for:
a. Personal items,
b. Alcoholic beverages and non-business-related entertainment.
c. Expenses incurred by the family members

E. Reimbursement & **Travel** and Expense Report
Expenses charged on Arizona Swimming credit cards or paid directly by Arizona Swimming must be accounted for in the same manner as those paid directly by the individual traveling. An appropriate credit should be indicated on the Travel and Expense Report for those payments / charges made on company credit cards or directly paid by Arizona Swimming.

F. Submission of Travel and Expense Report
Travel and Expense Reports should be submitted to the office within ten working days after the trip is concluded. The appropriate receipts should accompany Travel and Expense Reports.
a. A copy of the Travel and Expense Report form is attached to this policy and will be available on the Arizona Swimming web page (www.AzSwimming.org).

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