

	POLICY & PROCEDURE	POLICY NUMBER: 102 B
	Subject: EXPENSE REIMBURSEMENT Address for Filing Report(s)	EFFECTIVE DATE: 05/01/03 Approved: 04/23/2003

I. Purpose:

As indicated in the Expense Reimbursement policy (No. 102), completed Travel Authorizations & Expense Reports should be sent the AzSI office

II. Procedure:

A. Send the completed forms and support documentation to:

Arizona Swimming, Inc.
1212 E. Osborn
Phoenix, AZ 85014

Scanned email: office@azswimming.org

Fax: 1 602 266 9223