

4.. Expenditures Not Qualifying for Reimbursement

- a. AzSI shall not reimburse host clubs for i) security hired to police the meet; ii) equipment necessary to conduct the competition, including but not limited to touch pads, Swimmer V, scoreboards, tables chairs, tents for workers; iii) workers / volunteers "gifts" or reimbursements, and iv) any other item which might benefit the club, Officials or members of the host club

5. Requests for Reimbursement of Expenses

- a. Host Club may request advance of 75% of the maximum allocable funds allocated to that class of meet 60 days prior to start of competition. Request for such advance shall be made in writing, by email, fax or snail mail, to the Executive Director of Arizona Swimming.
- b. Clubs must account for all fund advanced as well as those for which it is requesting current reimbursement. Host Club shall provide copies of paid invoices from various vendors etc to support such reimbursement request.
- c. Clubs will not be reimbursed for items gifted, donated or otherwise acquired by Clubs in any matter other than direct purchase.
- d. Request for reimbursement are due within 30 days of the conclusion of competition. Requests should be sent to the Executive Director who shall make determination of what expenses qualify. Should a Host Club disagree with the findings of the Executive Director, determination shall be made by the then General Chair, whose decision shall be final.
- e. Reimbursement is limited to the total Qualified Expenses. Excess funds advanced over Qualified Expenditures shall be refunded to AzSI with filing of Request for Reimbursement.

Updates

| <u>Dates</u> | <u>by Whom</u> | <u>Basic Abstract</u> | <u>Sections</u> | <u>Control #</u> |
|--------------|----------------|--------------------------|-----------------|------------------|
| 04-25-2015 | HOD | Delete AG, SR, REG, & FL | A.1 & 2 | 15.012 |