



Arizona Swimming, Inc.  
Application for Athlete Travel Reimbursement

## Instructions

**THE MOST COMMON REASON FOR DENIAL OF REIMBURSEMENT IS  
\*\*\*\* AN IMPROPERLY COMPLETED APPLICATION FORM \*\*\*\***

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- 1 Please read the travel policy (106 - Athlete Travel Reimbursement) that is attached carefully. It is your responsibility to comply with all aspects of the policy and procedure.
- 2 Complete and sign the attached application and send it to Arizona Swimming in accordance with the instructions on the form. If you are under 18 years of age, your parents or guardian must also sign the form. The form must be signed.
- 3 Attach copies of the original receipt to the form supporting all expenses. Please do not send originals because they can not be returned. Use of a credit card or bank statement entries will not satisfy the substantiation requirement of the policy.
- 4 Required participation in Arizona Swimming sanctioned competition will be verified through SWIMS. If you are uncertain as to which meets you participated in, contact your Coach for assistance. It is your responsibility to satisfy the participation documentation requirement and write in correct information. Some types of meets, such as Dual Meets and the Grand Prix do not qualify under the participation standard. Check AzSI Policy 106 for specific requirements.
- 5 Be specific as to the Qualifying Meet in which you participated and the events in which you competed. Your participation will be verified through SWIMS.
- 6 The completed, signed application together with copies of receipts and all other required information must be received by the AzSI office no later than **20 calendar** days after the last day of the meet for which you are applying for assistance. No exceptions. Office mailing address is 1212 E Osborn, Suite 101, Phoenix AZ 85014.
- 7 The Travel Fund Committee will review your application. They may contact you for additional information regarding your application, they will verify certain information on your application through SWIMS and they may contact others regarding your application.
- 8 Your reimbursement, if any, will be mailed to the address on record in the USA Swimming SWIMS database. If you have moved recently, please complete AzSI Change of Address form available on our website and submit it to the AzSI office for processing. It is your responsibility to insure we have a correct address.

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If your application for travel assistance is denied by the Travel Committee, you have certain appeal rights. These rights have certain timing requirements and must be adhered to in order for the appeal to be considered. The appeal rights and procedure are stated in the Policy.

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**INCOMPLETE OR INCORRECT APPLICATIONS WILL CAUSE DENIAL OF REIMBURSEMENT MONIES**



# Arizona Swimming, Inc.

## Application for Athlete Travel Reimbursement

**NOTICE:**

**FIRST READ** the attached instruction page completely. You will need to complete the entire form, sign and return a hard copy to Arizona Swimming with in 20 days of close of competition to be considered.

**Athletes Name:** \_\_\_\_\_ **Your USAS ID Number** \_\_\_\_\_

**Membership**

I have continuously participated in USA/AzSI swimming since \_\_\_\_\_ and I am currently  
Date  
 a member of and on the roster of \_\_\_\_\_. Before that I was a member of \_\_\_\_\_  
Team Name/Code Team Name/Code

**Participation** (Read and answer completely)

I participated in the following **AzSI Sanctioned** Competitions (Arizona Meets not including the Grand Prix):  
 During the past  Short Course  Long course season

#1	Meet Name	Meet Location	Date
#2	Meet Name	Meet Location	Date
#3	Meet Name	Meet Location	Date

**Note:** During short course season, participation in three AzSI sanctioned meets are required. During long course season two AzSI sanctioned meets are required, one of which may be Sectional Championships. In no case will a Dual Meet or Intrasquad meet qualify.

**Information Regarding Qualified Meet**

I qualified for, and competed in \_\_\_\_\_ At that meet I swam:  
Meet Name / Location

Please list only four. (Events will be verified through USA Swimming time database. Time Trials & Relay only events do not qualify)

#1	Event Name	#2	Event Name
#3	Event Name	#4	Event Name

**Expenses Incurred to Compete**

I incurred the following expenses in my travel to compete in the above meet. None of these expenses have been or will be reimbursed by others. No third party, including but not limited to, my Team or USA Swimming, provide any of these expenses directly to me. If it is determined that I have been reimbursed for these expenses by others, I will required to return any Travel Reimbursement received to AzSI.

(Please attach additional sheets if necessary)

	Amount	Office Use Only
Travel	\$ _____	
Lodging	_____	
Meals	_____	
	_____	
	_____	
<b>Total Eligible Expenses<sup>1</sup></b>	<b>\$ _____</b>	

<sup>1</sup> Actual reimbursement is based upon annual share computation and limitations placed on it by AzSI Policy.

\_\_\_\_\_  
Athletes Signature & Date

\_\_\_\_\_  
Parent or Guardian Signature and date if Athlete less than 18 years old

INCOMPLETE APPLICATIONS WILL CAUSE DENIAL OF REIMBURSEMENT MONIES