

	<b>POLICY &amp; PROCEDURE</b>	<b>POLICY NUMBER:</b> 102 B
	<b>Subject:</b> <b>EXPENSE REIMBURSEMENT</b> Address for Filing Report(s)	<b>EFFECTIVE DATE:</b> <b>05/01/06</b>  Approved: 04/23/2006

**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.  
301 E Bethany Home Rd., Suite A227  
Phoenix, AZ 85012

Scanned email: office@azswimming.org

Fax: 602 266 9223

<u>Date</u>	<u>By Whom</u>	<u>Abstract of Change</u>	<u>Section</u>	<u>Control #</u>
3/15/2019	Office	Address update	II.A	16-077