

	POLICY & PROCEDURE	POLICY NUMBER: 101
	Subject: TRAVEL	REVISED DATE: 6-15-2022

A. 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.

B. 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.

C. 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, report to the Board of Directors the travel occurring by the various Committee Chairman(s) .

b. Travel Arrangements

After approval of travel by the appropriate Committee Chairman, travel reservations and booking may be made. Arizona Swimming has no approved travel agents. We recommend you book your flights and other reservations directly through the airline or on the Internet.

c. Expense Reimbursement

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.

i. Transportation

1. Airfare will be reimbursed at the “Coach – 14 day advance purchase rates”; first class travel at LSC’s expense is never appropriate nor is an upgrade for seating. 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.
2. In addition to travel by air, those traveling may use other modes of transportation, such as bus, rail, personal vehicle, and be reimbursed for that travel.
3. 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.

4. 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.
5. 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.

ii. Lodging

Expenses will be allowed for adequate housing necessary and appropriate to the purpose of the trip. Reimburse is available under two scenarios:

1. In cases where a host hotel is indicated, the standard for lodging shall be the lodging costs for basic 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.

iii. Allowance for Meals & Incidental Expenses

Generally travel is to and from USA Swimming meetings, officials workshops, athlete workshops, etc at which meals or per diem are provided by the host. It is up to the discretion of the General Chair to provide per diem allowance at the GSA Allowable rate if such meals are not provided at the location of the event/workshop.

iv. Registration Fees

The cost of registration for an event/workshop will be directly by Arizona Swimming, if possible. If not possible, receipts must be submitted for registration expenses.

v. Telephone, Fax Charge(s) while Traveling

1. 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.

vi. Business Entertainment

1. 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.
2. 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.

vii. Miscellaneous Expenses

1. 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. Expense Report

Receipts for expenses charged on Arizona Swimming credit cards are submitted to the AZSI Office Staff who will compile an expense report for those issued Arizona Swimming credit cards. Expenses not charged on the credit card for those issued will be reimbursed using the expense reimbursement form which should be submitted within ten working days after the conclusion of the trip.

UPDATES

<u>Date</u>	<u>By whom</u>	<u>Abstract</u>	<u>Section</u>	<u>Control #</u>
8-16-2017	BOD	hskg	C	16-055
6-21-2019	Office	signature page		16-081
8-21-2019	BOD	signature page		16-082
8-11-2021	BOD	Bylaws/P&P Updates	All	21-18
6-15-2022	BOD	hskg	All	22-005

I hereby acknowledge receipt and agree to the policies set forth in Policy 101:

Acknowledgement & Agreement of Athlete:

Athlete Signature

Date

**Acknowledgement & Agreement of Parent of Athlete
(if athlete is under 18-both parents sign):**

Parent of Athlete Signature

Date

Parent of Athlete Signature

Date

**Acknowledgement & Agreement of Non- Athlete Member (such as Coach, Official,
Chaperone, Board Member or Other):**

Non-Athlete Member

Date
