

# Summary of CSI's Reimbursement Policies for Athlete and Non-Athlete Members

## U.S. Aquatic Sports (USAS) Convention

- 50% hotel room + tax, supersaver airfare, shuttle to/from destination airport and hotel, \$50 per diem food allowance, and conference registration.
- if CSI determines no roommate is available or required, 100% room + tax. USA Swimming House of Delegates, USA Swimming Workshops, Eastern Zone meetings, and other meetings approved by the Board of Directors
- Meeting registration fees.
- Supersaver airfare, shuttle to/from destination airport and hotel.
- If driving, mileage over 50 miles is reimbursed at the current IRS rate for service to a charitable organization. Tolls are reimbursed with receipts.
- 50% hotel room + tax if more than 1 adult (same gender) is attending. 100% room + tax if CSI determines no roommate is available.
- \$50 per diem food allowance if meals are not covered at the event.

## Athlete

CSI travel assistance to eligible athletes attending USA Swimming sectional meets and national meets is not to be considered reimbursement for travel expenses. It is a flat payment to be used to help defray travel expenses. The payments are determined annually by the Senior Committee with approval by the Board of Directors when the FY budget is presented to the Board of Directors.

## Officials

Certified officials meeting the following requirements may request reimbursement for participating in out-of-state meets at the Zone or higher levels. The Official is required to participate in and successfully complete a national certification evaluation, if offered and the official is eligible. (Generally requires working a minimum of four sessions.)

- Eligible expenses: economy (Super Saver) airfare (or IRS mileage for service to charitable organization > 50 miles [.14 per mile]); transportation/parking to/from local & destination airport and to/from venue/hotel; 1/2 room. Up to two days per diem food for travel days. No alcohol. Detailed receipts are required.
- Maximum reimbursements:
  - Zone level meets: \$300
  - Sectional and comparable-level meets: \$450
  - National championships, Grand Prix, and comparable level meets: \$700
  - Olympic Trials: \$800
- Limit three meets per calendar year per official.
- Official is ineligible if he/she is otherwise reimbursed for expenses, such as being assigned team members. If reimbursed by CSI for athletes travel assistance with the official that amount will be deducted from the allowable receipts.
- All awards are approval of the Officials Chair and subject to budget limitations.
- Note Guidance: Please keep in mind officials are to be as economical as possible. We expect officials to have a roommate to share expenses including transportation to the meet when possible (shared rides, shuttles, shared car rentals) since everyone is traveling similar times to and from meets. Meals are covered within reasonable standards (no alcohol) though we expect the supplied hospitality meet meals will be used when offered as much as possible. We do understand some meet roles (CJs) often have to miss meet meals so outside meals are expected.

CSI Reimbursement Policy for Officials Mileage within CT:

- Certified officials requested or assigned by the Officials Chair to conduct CSI officials training clinics or assess/inspect a CSI sanctioned/approved meet (their child is not participating) for the betterment of the LSC may request mileage reimbursement at the IRS mileage rate [.14 per mile] for service to charitable organization.

CSI Senior Championship and Age Group Championship Meets

- 100% hotel room + tax for Meet Referees, Meet Directors and Evaluators. Shared rooms for assigned lead team members (50% room) preapproved by meet management.