



## 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, 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 Travel Assistance

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); transportation/parking to/from destination airport and to/from venue/hotel; ½ room. Up to two days per diem for travel days.
- Maximums: Zone level meets: \$250; Sectional and comparable-level meets: \$400; National championships, Olympic Trials, Grand Prix, and comparable level meets: \$650.
- Limit two meets per calendar year per official.
- Official is ineligible if he/she is otherwise reimbursed for expenses, such as being assigned team members.
- All awards are approval of the Officials Chair and subject to budget limitations.

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 for service to charitable organization.

CSI Senior Championship and Age Group Championship Meets

- 100% hotel room + tax for Meet Referees and Meet Directors