



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

Updated 03.20.19

USA Swimming House of Delegates (USAS Convention), USA Swimming Workshops, Eastern Zone meetings, and other meetings approved by the Board of Directors

- Meeting registration fees.
- Reasonable and customary airfare
Supersaver airfare, shuttle to/from destination airport and hotel. Airport parking reimbursement will be made for long-term parking and for the days of travel only.
- If driving, mileage over 50 miles is reimbursed at the current IRS rate for service to a charitable organization. Tolls are reimbursed with receipts.
- Reimbursement will be made for reasonable and necessary mileage, bus, cab, rail, and shuttle costs for transportation to and from an airport. Volunteers are expected to use the most economical ground transportation appropriate under the circumstances.
- Hotel room + tax
- The reasonable cost of food consumed during approved travel will be reimbursed. Individuals are encouraged not to exceed \$100 per day for meal consumption. No reimbursement for alcohol and/or any meal when USAS, USA Swimming, CT Swimming, or a 3rd-party provides a full meal.

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

Effective 04.19.19

The goal of the Official Reimbursement Program is to help defray the costs for certified CT officials attending Zone, Sectional and National-level meets, and are seeking National Certification Evaluations. It is highly recommended that all officials contact the Officials Chair prior to attending any meet in which they are requesting reimbursements. The expectation from the Officials Chair is that reimbursement is prioritized for officials aiming to successfully advance in multiple positions at the National Level. In most instances, the official must work a minimum of four sessions at the attended meet.

Officials are required to contribute to the CT LSC on an annual basis. Prior to compensating an official for travel to Zone/Sectional/National meets, all officials must officiate the following CT meets:

- 1) Work a combined minimum of 12 sessions at Age Group Championships, Senior Championships, or the Senior Invite.
 - 2) Meet Referees have the additional option of serving as a Meet Referee for 12 Sessions at any Sanctioned Meet (Mini Meets are not eligible), or a combination of Meet Referee and any position at Age Group Championships, Senior Championships and Senior Invite totaling 12 sessions. No Application will be considered until the requirements are achieved.
 - 3) The twelve sessions described in (1) and (2) must appear in your Officials Tracking System Meet History.
 - 4) The twelve months preceding the date of the event for which you are requesting assistance will determine eligibility.
- Meet related travel expenses not to exceed the maximum level as set forth below.
 - 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. Additional approvals may be granted if funds remain in the budget.
 - No alcohol will be covered.
 - Receipts must be submitted with a completed Expense Reimbursement Form signed by the applicant.
 - Link to Expense Reimbursement Form: https://www.ctswim.org/Customer-Content/www/CMS/files/About/CSI_Reimbursement_Form.pdf

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 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 or Approved Officials as determined by the Officials Chair (Officials Budget) or Committee Chair (AGC or Senior Budget)