 **NATIONAL TRAVEL REIMBURSEMENT for COACHES**

# MINNESOTA SWIMMING REIMBURSES A PORTION OF TRAVEL TO DESIGNATED SWIM MEETS

**Reimbursement Amounts: Fall/Winter 2018-2019**

2018 Winter National Championships (LCM) Nov 28 - Dec 1, 2018 Greensboro, NC $600.00

2018 Speedo Winter Junior Championships West (SCY) December 5-8, 2018 Austin, TX $500.00

TYR Pro Swim Series (LCM) January 9-12, 2018 Knoxville, TN $400.00

March 6-9, 2019 Des Moines, IA $400.00

2019 NCSA Junior National Swimming Championships March 19-23, 2019 Orlando, FL $200.00

2019 ISCA TYR Junior National Championship Cup March 26-30, 2019 St Petersburg, FL $200.00

**Reimbursement Amounts: Spring/Summer 2019**

2019 USA Swimming Open Water National Championships May 3 & 5, 2019 Miami, FL $700.00

Combined event with Open Water Junior National Championships: Fri 5/3: 10K Natl Champ ~ 5/4: 5K Jr Natl Champ ~ Sun 5/5: 5K Natl Champ

2019 Open Water Junior National Championships May 4, 2019 Miami, FL $600.00

TYR Pro Swim Series (LCM) April 10-13, 2019 Richmond, VA $400.00

May 17-19, 2019 Bloomington, IN $400.00

June 12-15, 2019 Clovis, CA $400.00

2019 ISCA TYR Summer Senior Championships July 30-Aug 3, 2019 St Petersburg, FL $200.00

2019 Phillips 66 National Championships July 31-Aug 4, 2019 Palo Alto, CA $800.00

2019 NCSA Summer Championships August 6-10, 2019 Indianapolis, IN $200.00

2019 Speedo Junior National Championships August 6-10, 2019 Palo Alto, CA $700.00

2019 USA Swimming Futures Championships August 7-10, 2019 Des Moines, IA $400.00

MINNESOTA SWIMMING REQUIREMENTS FOR COACH REIMBURSEMENT TO NATIONAL MEETS

MSI Legislation Passed 11/16/2010: To allow one coach per club to apply for a single share of reimbursement equal to that of an athlete’s reimbursement for a given meet.

1. The applying Coach must be a member in good standing with a current Minnesota Swim Club.

2. The applying coach must have attended the meet for which he/she applies for reimbursement.

3. This coach must have coached athletes from his/her team at the meet for which he/she requests reimbursement.

4. A club may request reimbursement for one **(1) coach per season**.

5. For verification purposes, the **coach must submit a copy of their flight or hotel receipt** (with name and dates) pertaining for the meet requested. (Send as an attachment, along with this reimbursement form.)

**Fall/Winter 2018- 2019 Request Forms Must Be Received by April 15, 2019** (Payment to clubs on or before May 31, 2019)

**Summer 2019 Request Forms Must Be Received by September 30, 2019** (Payment to clubs on or before October 31, 2019)

**Reimbursement Request Form Directions**:

* Download this form to your computer desktop. Tab through the document to complete. Save.
* Send an email to MSI Office ([cshapley@mnswim.org](mailto:cshapley@mnswim.org)), with this completed request form as an attachment.
* Copy Lucas Baarlaer, Senior Chair, on your Travel Request Submission at [lucas.baarlaer@piranhaswimclub.org](mailto:lucas.baarlaer@piranhaswimclub.org).

**MINNESOTA SWIMMING COACH NATIONAL TRAVEL REIMBURSEMENT REQUEST FORM**

**Swim Club Requesting Funds:** **Club Code:**

|  |  |  |
| --- | --- | --- |
| **COACH'S NAME** | **SWIM MEET NAME** | **AMOUNT REQUESTED** |
|
|  |  |  |
|
| **SWIM MEET LOCATION** | **SWIM MEET DATES** |  |
|
|  |  | $ |
|
|  |  |  |

Coach’s Day Phone #:       E-Mail Address:

Total Amount Requested: $       Date Requested:

(Checks are payable to clubs only)

Date Email Request Rec’d by MSI:

Proof of Meet Attendance Received:  YES  NO Type of Proof:  Hotel Receipt  Flight Receipt

TOTAL AMT APPROVED: **$**

Date Paid:       Amount Paid: $