

		<h2>Policies and Procedures</h2>	
Subject: Meet Travel Reimbursement for Officials	Document Number: 314 Version Number: 01	Effective Date: June 3, 2019 Last Revision: June 3, 2019	

1. The Officials Travel Reimbursement is intended to assist with an official's travel expenses to work national championship level competition.
2. OKSI Officials Traveling to qualifying meets may be eligible for full or partial reimbursement of their travel expenses.
 - 2.1. The maximum reimbursement amounts are determined by meet type:
 - 2.1.1. \$400 for Nationals, Winter Nationals, US Open, Jr. Nationals, Winter Jr. Nationals & Disability National Meets.
 - 2.1.2. \$300 for Pro Swim Series, Futures Championship, Open Water Nationals & Open Water Jr. Nationals
 - 2.1.3. \$200 for Sectionals & Zones
3. Officials working at a qualifying meet may not receive more than their actual expenses in travel assistance.
4. The Officials Chair or Officials Committee may recommend changes to this policy to the Board of Directors. The Board of Directors retains authority over this program.
5. An official may receive up to \$800 maximum total meet travel funding per calendar year.
6. Reimbursement will be distributed subject to the rules below.
 - 6.1. The official must be registered with OKS for at least six months prior to the meet and be registered with USA Swimming through OKSI as an official during the time of the meet being funded.
 - 6.2. The official must work all sessions of the meet.
 - 6.3. The official must have worked at least 4 sessions each, in at least five OKS sanctioned meets during the 12 months immediately preceding the request for reimbursement.
 - 6.4. The traveling official shall submit a pre-approval request using the online form at oks.org.
 - 6.4.1. The pre-approval request should be submitted as early as possible, but must be submitted prior to the start of the meet.
 - 6.4.2. If this request is completed prior to the official being formally accepted to the meet, the traveling official shall notify the officials chair once this is determined.

- 6.5. Once travel is completed, reimbursement requests for travel assistance shall be submitted using the online form available at oks.org.
 - 6.6. All reimbursement requests are due within thirty (30) day of the meet.
 - 6.7. The official must attach a brief trip report to their reimbursement request. The trip report should include:
 - 6.7.1. A brief summary of the experience
 - 6.7.2. Highlights of the meet
 - 6.7.3. How the experience will help the official to improve.
 - 6.7.4. How the experience will benefit Oklahoma Swimming
 - 6.8. Receipts (electronic copies) must be provided for reimbursable expenses.
 - 6.9. Exceptions to this policy may be granted on a case by case basis with the approval of the Officials Chair and the General Chair.
- 7. The following process for approval and payment may be modified at the discretion of the Finance Vice Chair and the Admin Vice Chair with approval from the General Chair.
 - 7.1. The electronic request form will be sent to the Officials Chair, Admin Vice Chair, Finance Chair, and General Chair.
 - 7.2. The OKS Officials Chair will certify the Official is eligible and meets all requirements. The officials Chair will reply to the notification e-mail with their acceptance or rejection of the request.
 - 7.2.1. A request rejected by the Officials Chair should be communicated to the traveling official for an opportunity to address the issue.
 - 7.2.2. The General Chair or the Admin Vice Chair shall review requests once the Officials Chair approves them. Their approval is indicated by a reply-all e-mail to the Finance Vice-Chair.
 - 7.2.3. The Finance Vice-Chair shall review requests approved by the Officials Chair and the General Chair OR Admin Vice Chair. The Finance Vice Chair concludes the approval process by forwarding their approval to the OKSI Treasurer with instructions for payment.

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06-03-19	Restructure of P&P / whole document Modified for clarity / whole document Maximum reimbursement no longer capped to two meets / 5. Modified for online forms / 6.4 and 6.5 Trip Report requirement / 6.7 Add exception policy / 6.9	D. Mink	BOD	OKS-0004