



This policy pertains to the handling of OSI approved travel.

- Registration Fees: The OSI General Chair will arrange registrations, and OSI will pay for all approved attendees.
- Hotel Expenses: OSI will pay for the cost of the hotel accommodations that correspond to the dates of the USA Swimming Convention, workshop, clinic, etc. provided the following conditions occur:
  - a. Incidental expenses (including room service and telephone calls, etc.) are not charged to the room. These are the responsibility of the attendee.
  - b. There are two OSI attendees per room (male/male) and (female/female).
  - c. If the number of males or females attendees do not add to an even number, then OSI will pay for the room with only one occupant. The OSI General Chairperson will make the decision on who gets the single occupancy room. Consideration will be given for attendees traveling with spouses.
  - d. If the number of males or females attendees equals an even number, and someone wishes their own room, OSI will subsidize one-half of the cost of the room for the attendee choosing not to stay with the Ozark Team. The new “odd” person out due to the election of someone else to stay separately will not be charged half for the use of a single occupancy room.
  - e. If more than one male or female attendee wishes to stay separately, then OSI will subsidize one-half of the cost of their room.
- Transportation: OSI will procure air travel to the destination city for the attendee. For those attendees who choose to drive to the convention, OSI will reimburse the delegate either the current GSA rate per mile at the charitable rate or the cost of the airfare for those delegates traveling by air, **whichever is lowest.**

- Baggage Fee: OSI will reimburse the attendee the cost of checking one bag each way (under 50 lbs), with valid receipt.
- Airport Parking: OSI will reimburse the attendee the cost for airport parking, up to \$10.00 per day maximum, with valid receipt.
- Per Diem: OSI will provide a Per Diem for the attendee according to GSA guidelines, dependent on the fiscal year and the city and state the convention, workshop, clinic, etc. is held in. The Per Diem is intended to cover all meals not provided by the event; airport transfers to the hotel, including busses, taxis, subway, Uber, etc.; all hotel incidentals, including internet charges, telephone calls, movies, etc.
- OSI will not reimburse the cost of spouses or parents traveling with attendees or for any wages associated with time off from work.

Process for Obtaining Reimbursement:

1. Attendees must complete the OSI Expense Report, according to instructions on the form located on the OSI website. Expense Reports and all required documentation must be sent to the OSI Treasurer, along with ALL receipts (i.e. hotel, baggage fees, airport, and parking) within 30 days following the last day of the event.
2. Failure to complete any of the items above will result in reduced or no reimbursement.

Any policy interpretation will be made by the OSI General Chair or the OSI Finance Vice-Chair.