

New Jersey Swimming
Expense Reimbursement Policy for Officials
Attending Approved National Meets

In order to foster the education, training and improvement of New Jersey certified officials, New Jersey Swimming hereby establishes the following policy for expense reimbursement for officials who officiate at high level meets outside of the New Jersey LSC.

1. To qualify for reimbursement the official must meet the following minimum qualifications:
 - a. The official must be certified as a USA Swimming official within the New Jersey LSC at least for five (5) years.
 - b. In the twelve (12) months prior to the expenses actually being reimbursed at the time specified in paragraph 6 below, the official must have worked at least thirty (30) sessions at USA Swimming Sanctioned, Approved or Observed meets, of which at least twenty (20) of those sessions must have been worked within the New Jersey LSC and up to ten (10) of those thirty sessions may be at Approved or Observed meets.
 - c. All levels of officials shall be eligible for reimbursement under this policy.
2. The budget for reimbursement shall not exceed \$2,000.00 per year, except in Olympic years, this maximum shall not exceed \$3,000. There shall be no year to year carryover. If the \$2,000.00 budget is not exceeded, the remainder shall be returned to the Official's Committee budget.
3. Each official seeking expense reimbursement shall be entitled to one such expense reimbursement per year not to exceed \$500.00 per official, except in Olympic years, such reimbursement shall not exceed \$750 per official. Should more than four (4) officials request expense reimbursement for the maximum amount, the expense reimbursement shall be made pro rata. There shall be no lifetime cap for any official seeking expense reimbursement.
4. The official seeking expense reimbursement shall obtain the consent of the Official's Committee Chair before any such expenses are incurred and submit receipts for all such expenses as soon as is practicable after such expenses are incurred.
5. Expenses subject to reimbursement shall be limited to meals and travel related expenses including mileage, tolls, airfare and lodging. Alcoholic beverages and other entertainment related expenditures shall not be subject to reimbursement.
6. All expense reimbursements shall take place in the month of September and shall be subject to the approval of the Official's Committee Chair. All requests for expense reimbursements shall be submitted to the Officials Chair by August 31.
7. The official seeking expense reimbursement shall not be eligible if such expenses are being reimbursed by USA Swimming, by the meet host, the official's registered club team or by any other organization.
8. The meets eligible for expense reimbursement shall be the Futures, Junior National, Senior National, Arena Pro Series, Olympic Trials and US Open meets.

September 1, 2019