

## **Iowa Swimming, Inc. Board of Director Travel Policy**

Effective Date: *September 1, 2017*

Last Revision Date: *N/A*

**Background and Purpose:** This policy establishes the Iowa Swimming, Inc. (“ISI”) Travel Policy for the members of the ISI Board of Directors and volunteers that are asked to travel for ISI business purposes. It specifies the travel that is eligible for reimbursement and the procedure to request reimbursement for travel. There are three types of travel expenses available for reimbursement from ISI: (a) travel to and from the annual United States Aquatics Sports Convention; (b) travel to participate in USA Swimming Committees and works shops that are directly related to the attendee’s position with ISI; and (c) travel that is pre-approved by the ISI Board of Directors.

- A. Travel to Annual United States Aquatics Sports Convention and USA Swimming House of Delegates. It shall be the duty and privilege of the following Officers and Representatives to attend the Annual United States Aquatics Sports Convention and USA Swimming House of Delegates and represent ISI, with voting rights (six total votes):
- General Chair
  - Administrative Vice Chair
  - Age Group Committee Chair
  - Up to three non-voting Athlete Representatives
  - Senior Committee Chair
  - Elected Senior Athlete Representative
  - Coaches Representative
1. If any of the voting Delegates are unable to attend, alternates shall be selected by the General Chair.
  2. At the discretion of the General Chair, the following members of ISI may be invited to attend the Annual United States Aquatics Sports Convention and USA Swimming House of Delegates. These attendees are non-voting delegates. They shall attend the relevant educational sessions to ensure that ISI remains current with the rules and regulations, policies and procedures, and bylaws necessary to remain in good standing with USA Swimming LSC requirements.
    - ISI Professional Staff Members
    - Members of ISI appointed to any USA Swimming National Committees
    - Officials Chair
    - Registration/Membership Chair
    - Treasurer
    - Safe Sport Chair
    - One member of the ISI contingent to the Central Zone Board of Review
    - Other Officers/Chairs designated by the General Chair with the advice and consent of the Board of Directors.
  3. If any of the non-voting Delegates are unable to attend, alternates may be selected by the General Chair.
  4. Each year, the Board of Directors shall properly budget and account for the expenses associated with sending the Voting Delegates and the discretionary delegates to the Annual United States Aquatics Sports Convention and USA Swimming House of Delegates

- B. Other Meetings Sponsored by USA Swimming. USA Swimming offers additional meetings and workshops specific to elected and appointed LSC positions. Expenses for these meetings and workshops are usually covered by USA Swimming. If expenses are not covered, the LSC will reimburse reasonable hotel and travel expenses in accordance with this Travel Policy.
- C. Expenses Reimbursed by the LSC.
1. Hotel Room
    - a. Double occupancy with another attendee or the room is completely covered where no other attendee is available to share a room.
    - b. Single occupancy: 50% covered by the LSC, 50% covered by the attendee.
  2. Reasonable Travel Expenses
    - a. Coach airfare expenses – no Business or First Class.
    - b. Ground transportation to and from the meeting site.
  3. Per Diem
    - a. The reimbursable Per Diem is the Meals and Incidental Expense allowance for the calendar year as published by U.S. General Services Administration Office (\$11.00 for breakfast, \$12.00 for lunch, \$23 for dinner, \$5.00 for incidental expenses 2017). The per diem for the First and last day of travel is 75 percent of the total reimbursable amount (\$38.25 for 2017).
    - b. Provided in advance to athlete representative if requested.
    - c. Reimbursable Per Diem does not include a meal allowance when a meal is provided by the meeting host.
- D. Athlete Attendees.
1. Shall be accompanied or chaperoned by an adult also attending the meeting while traveling to and from the location.
  2. If no elected Athlete Representatives are able to attend, Athlete Representative(s) will be selected by the General Chair, with the advice and consent of the Senior Chair.
- E. Expectations and Responsibilities of individuals attending meeting wherein expenses are reimbursed by ISI.
1. Shall attend the meetings commensurate with their positions within ISI. All attendees to the USA Swimming House of Delegates, both voting and non-voting, must attend the Central Zone and USA Swimming House of Delegate sessions.
  2. Shall attend, if available, additional sessions important to the LSC, as requested by the General Chair.
  3. Each attendee shall prepare a written report of the meeting and workshops attended and submit the written report to the Treasurer and ISI Administration Office for posting on the ISI Website. The written report should be submitted to the Treasurer and ISI Administration Office within two weeks after the conclusion of the meeting.
    - a. The ISI Administration Office shall post the meeting reports on the appropriate pages of the ISI website.
    - b. Attendees will not receive reimbursement for travel expenses until written report is submitted to the Treasurer and ISI Administration Office. Reimbursement will be forfeited if written report is not submitted within 30 days of the conclusion of the meeting.