

UVAC Swim Team

2019/2020 Meet Reimbursement Policy & Application

The following policy was adopted by the UVAC Parent Council on June 21, 2017 meeting and revised Oct. 2019.

A UVAC Swimming registered swimmer who meets the eligibility requirements and who swims in an individual event at the following meets may be reimbursed by the UVAC Swim Team and/or The UVAC Parent Council up to the following amounts:

ELIGIBLE MEETS ¹	DATE	AMOUNT AVAILABLE ²
Nationals*	Nov/Dec	up to \$250 from the Parent Council up to \$250 from the UVAC facility <i>*NES offers a stipend for this meet</i>
Winter Junior Nationals*	December	up to \$250 from the Parent Council up to \$250 from the UVAC facility <i>*NES offers a stipend for this meet</i>
New England Swimming Age Groups	Feb-March	up to \$75.00** from the Parent Council
Eastern Zone Sectionals	March	up to \$125 from the Parent Council up to \$125 from the UVAC facility
Olympic Trials (once every 4 years)	Once every 4 years	up to \$500 from the Parent Council up to \$500 from the UVAC facility
Summer Junior Nationals	July	up to \$250 from the Parent Council up to \$250 from the UVAC facility
New England Swimming Age Groups	July	up to \$75.00 from the Parent Council
Nationals	July	up to \$250 from the Parent Council up to \$250 from the UVAC facility

Notes:

1. Relay only swimmers will be reimbursed.
2. Total budget amount for 2019/2020 Season is \$2000.

ELIGIBILITY: To be eligible for reimbursement an athlete must have been registered in New England Swimming six months prior to the meet for which reimbursement has been requested *and* have participated in a New England Swimming calendar meet during that time. The athlete must abide by the UVAC Code of Conduct, have swum in all events entered, and swum in all applicable sessions unless approved to withdraw from an event/session by the UVAC Head Coach.

MEETS WITH NEW ENGLAND SWIMMING STIPENDS: If New England Swimming provides a stipend for a meet, the applicant must submit for that stipend first. Requests for additional reimbursement from the Parent Council/UVAC must include a written record/receipt of the amount of the stipend received from New England Swimming. UVAC and the PC will reimburse the balance up to the total designated amount but not more. For example, if New England Swimming provides a \$75 stipend for a meet with total PC/UVAC reimbursement budget of \$500, the athlete may be eligible for up to \$425 from the PC/UVAC combined.

ELIGIBLE COSTS FOR REIMBURSEMENT: Acceptable costs for reimbursement include meet fees, travel costs, and room & board directly associated with meet attendance. Other costs directly associated with meet attendance may be submitted subject to approval. All submitted costs are subject to review and approval.

SUBMISSION DOCUMENTATION: To comply with IRS requirements, all submitted costs must be documented with receipts. Receipts must include the name of the athlete and should be itemized where practical. Costs/Receipts identified for reimbursement must be equal to or exceed the amount of the requested reimbursement.

REIMBURSEMENT: Reimbursement will be provided via a credit to the swimmer's account in the amount approved. For swimmers that are not returning, or if there are other extenuating circumstances, a check can be requested. Please speak to the Head Coach if an account credit cannot work for your situation.

Parent Council and UVAC
MEET REIMBURSEMENT REQUEST APPLICATION 2019-2020

Must be submitted within 30 days of the last day of competition of the meet for which you are requesting reimbursement. If receiving a stipend from New England swimming, submit this form to UVAC within 15 days of notification from NES of your stipend.

To comply with IRS rules, please attach copies of receipts that equal or exceed the amount of reimbursement.

Please submit completed form and receipts to Coaches.

Swimmer's Name

Meet Name

Requested Reimbursement

Receipts Attached Totaling

Parent/Guardian

Date

Office use

Date Received

Received By

Amount Approved from PC

Date

Amount Approved from UVAC

Date