



**OKLAHOMA
SWIMMING**

ATHLETE TRAVEL FINANCIAL ASSISTANCE REIMBURSEMENT REQUEST FORM

Funding available from Sept.1, 2010 – August 31, 2011

For reimbursement, submit this form and all information specified below. Use a separate form for each event travel reimbursement request. Electronic copies of verification of event participation and travel expense is preferred.

Expenses submitted later than 40 days after the conclusion of the event being submitted will not be accepted.

Reimbursement Request Forms and all required information must be sent to both of the following individuals:

OKS General Chair: Paul Thompson PO Box 6570 Norman OK 73070-6570, Fax: 405-364-3440, E-Mail: auggie1@sbcglobal.net .
OKS Treasurer: Debbie Hayes, PO BOX 295 JENKS OK. 74037 -0295,
E-Mail: swimtaxi@cox.net

Name: _____

Email Address of submitting individual: _____

Contact Number of submitting individual: _____

Club Name / or Unattached Status: _____

Mailing Address: _____

City/State/Zip: _____

Date Reimbursement Form Submitted: _____

Reimbursement requested as follows:

Meet Entry Deadline:

Event Name attended:

Dates of meet:

Date of arrival:

Dates attended:

Date of last Individual event:

Individual Events:

List all Individual Events by Event Number and Stroke: Provide Copy of event daily prelim heat sheet(s) final results, highlight your information on the meet documents. All Meet Documents must show the Athlete as listed attached to a OKS registered club or as unattached but registered with Oklahoma Swimming.

Use additional paper if necessary to furnish required information. Copies of all paperwork must be sent to the reporting/review contacts listed above.

A copy of air transportation ticket, date purchased, luggage handling fees and date purchased must be submitted when applying for reimbursement.

Refer to attached OKS 2011 Guidelines for Athlete Financial Assistance Doc for further information and requirements.

Travel Expenses:

Airfare: _____

Luggage: _____

Number of Dates that Funding Assistance Applied for: _____

Total Funding Request: \$ _____

The above expenses were incurred during events available for reimbursement assistance under the Oklahoma Swimming Athlete Travel Financial Assistance Program of Oklahoma Swimming. Event participation documentation **MUST BE** supported by a copy of the final results of the prelim session showing that the athlete completed the individual event. Submission of this request for financial assistance states that all individual events entered by the athlete met the entry qualifying times personally achieved by the athlete **NO LATER** than the entry deadline for the meet of requested reimbursement.

Events available for travel assistance include: CSRVIII Sectionals, CZ 14-Under Championships, CZ Sr. Championships, Jr. Nationals, Sr. Nationals, US Open, Olympic Trials and National Junior Team events (meets may be LCM, SCY, Winter or Summer Events).

Reimbursement period Sept. 1, 2010 through August 31, 2011.

Date: _____ Signature: _____

Oklahoma Swimming Reviewed by General Chair: _____

Date Approved: _____

Oklahoma Swimming Reviewed by OKS Treasurer: _____

Date Approved: _____



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SWIMMING**

GUIDELINES TO THE OKLAHOMA SWIMMING FINANCIAL ASSISTANCE POLICY FOR SECTIONAL AND CENTRAL ZONE ATHLETES

Event	Funding based on assistance starting from the day before the 1st individual event that the athlete is entered / competes in to the last day in which the athlete competes in an individual event.
SECTIONAL	\$50.00 per day. Assistance is based on 60 mile one way travel minimum distance. ** Funding for sectional meets within Oklahoma begins with the 1st day of the athlete's individual event competition. Out of state sectional meet assistance follows these outlined policy guidelines.
Sectional and Zone	OKS does not reimburse travel cost, lodging or meals for the Sectional or Central Zone level meets.
Sectional	Sectional funding is based on the athlete having a proven entry time at the time for which entries are due to the event host. If an athlete enters a sectional meet event without a proven time and does not swim the event qualifying time no funding will be provided by OKS unless on that day the athlete competes in an additional event and has a qualifying time. Relay participation does not count as a daily event. If there is no proven time or the qualifying time is not achieved and this is the first day of events for the athlete funding from OKS does not cover additional days before the first event.
Sectional and Zone	Athlete must provide information at the time of the reimbursement request form submission that clearly shows the Meet Title, location, date and day of arrival to the event site, the dates and days of the meet, each day that the athlete competes, the event and event number along with the meet results showing each event results. Athletes must highlight on the final results either from pre/lims or finals all items

	that support the reimbursement request application in order to receive funding.
Sectional and Zone	OKS will reimburse funding directly to the athletes club if swimming attached or directly to the athletes parent/guardian if swimming unattached. It is the responsibility of the athletes club to distribute any funds to the athlete(s).
Sectional and Zone	Athletes must complete all required fields listed on the OKS Reimbursement Request Form at the time of application submission.
Sectional and Zone	No funding requests will be accepted that are not received by the OKS General Chair and the OKS Treasurer prior to the 40 days application submission deadline period.
Sectional and Zone	Electronic Copies of all documentation are preferred. You may fax these items if a fax number is provided by one of the reporting officers. If mailing postmark cancellation will confirm the delivery date. Electronic delivery date will confirm all e-mailed documents. The applicant is responsible for the timely delivery and confirmation of all documents.
Age Group Central Zone	\$45.00 per day * Have AAA Qualifying Time.
	OKS Athletes who have a AA Time Standard and meet the Central Zone and OKS event qualification entry requirements: \$ 25.00 per day *** Individual events only. Relays do not count as days of participation.
	Zone Open Water Event \$25.00 day of the event.
Sr. Zone Championship	\$45.00 per day ** Have AAA Qualifying Time.
	Senior Zone Bonus Events \$ 25.00 per day ***
	Senior Zone Open Water Event \$25.00 day of the event.
	* Athlete must meet the eligibility requirements for participation as established by Oklahoma Swimming.

	** Athlete must have provable qualifying times by the event entry deadline in order to qualify for assistance
	*** Age Group Zone athletes with AA times must provide proof of AA time standard in addition to all other application information requirements at the time of submission for financial assistance.
	*** Senior Zone Athlete shall provide documentation of all bonus events as required in the application form.
	OKS FINANCIAL ASSISTANCE IS ONLY AVAILABLE TO ATHLETES REGISTERED WITH OKLAHOMA SWIMMING. ALL FINANCIAL ASSISTANCE WILL BE REIMBURSED AFTER THE EVENT IS COMPLETED. DOCUMENTATION OF PARTICIPATION AND EVENTS COMPLETED IS REQUIRED FOR FUNDING SUPPORT. ALL FUNDING REQUESTS MUST BE MADE WITHIN 40 DAYS OF COMPLETION OF EVENT. FUNDING IS AVAILABLE FOR INDIVIDUAL EVENTS ONLY. APPLICATION MUST BE ACCOMPANIED BY THE SUBMISSION OF A COMPLETED OKS ATHLETE TRAVEL ASSISTANCE FORM.
	OKS Athletes who qualify under the Athlete Disability Entry Requirements for an event are also eligible for financial assistance under this policy.