SOUTHERN CALIFORNIA SWIMMING

**Officials Reimbursement Request**

**For reimbursement, use this form (separate form for each program) attach all receipts and must be submitted by using one of the following options:**

**Expenses submitted later than 60 days will not be reimbursed.**

Mail directly to:

**Southern California Swimming**

28000 S. Western Ave., #226 **Email to:** [execdirscs@gmail.com](file:///C:\Users\BigDog\Documents\1%20Swimming\2.Swim\1%20officials%20chair\Documents\Officials%20Reimbursement\execdirscs@gmail.com) &

San Pedro, CA 90732 SCS Officials Chair

**Name**: Click here to enter text.

**Mailing Address**: Click here to enter text.

**City/State/Zip**: Click here to enter text.

**Telephone #**: Click here to enter text.

**Reimbursement requested as follows:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Travel Expenses:** |  |  |  |
| **Airfare** |  | Enter amt. |
| **Ground** |  | Enter amt. | Click here to enter text. |
| **Lodging** |  | Enter amt. |
| **Other** |  | Enter amt. |
| **Total Request:** | $ | Enter amt. |  |

The above expenses were incurred officiating at a level 2 or above Swim Meet (enter name of meet below):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**Click here to enter a date. **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Officials Chair/Approval by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_

# Personal Travel Expenses

Directions:

1. Fill out form completely. The person requesting reimbursement must date and sign the form. Receipts are required. The reimbursement check will be issued to the person or party named on the first line.

2. Receipts may be submitted with the form by mail or scanned and included in an e-mail with the completed form. ANY covered expense requires a receipt.

3. Signature of Officials’ Chair or SCS Treasurer in highlighted box is required for reimbursement from Officials’ Committee funds.

Policy Summary Reimbursement:

1. An official is eligible for reimbursement for one meet per fiscal year. Current eligible meets include Futures, Juniors, Nationals, US Open, Olympic Trials, and National Championship Open Water Meets.
2. Must have experience in (*at minimum)*an *assigned* position at CA/NV Sectionals, Senior Zones, and preferably worked a Western Zone Meet.
3. Official must apply for and be accepted for the meet by USA Swimming.
4. Expense reimbursement shall not exceed the Club Recognition funding for a fully funded athlete at the meet.
5. Hotel reimbursement shall be limited to double occupancy rate. No reimbursement for alcoholic beverages.
6. Budgeted Officials’ reimbursement funds shall be allocated to each meet by the Officials’ Committee at the start of the fiscal year and shall be shared equally by SCS officials at a given meet meeting above criteria.

Level 5 - Nationals, US Open, Olympic Trials

Level 4 - Pro Series (not currently available for reimbursement)

Level 3 - Juniors

Level 2 - Futures

Level 1 – Sectionals (not currently available for reimbursement)

Age group and Senior Zone meets qualify for reimbursement under the Western Zone Mentor Mentee Program. Names for the Mentor Mentee program will be submitted the Officials’ Chair.

|  |  |  |  |
| --- | --- | --- | --- |
| Proposed 2019 meets for club support: |  |  | |
|  |  |  | |
|  | **Proposed Reimbursement** | | |
|  |  | |  |
|  |  | |  |
| Winter Nationals 2018--Greensboro, NC | 1,000 | |  |
| Winter Juniors 2018- -Aust in , TX | 700 | |  |
| Summer Nationals 2019--Palo Alto, CA | 1,000 | |  |
| Summer Juniors 2019--Palo Alto, CA | 700 | |  |
| Open Water Nationals 2019-- Miami, Fl | 1000 | |  |
| Open Water Juniors 2019-- TBA | 700 | |  |
| Futures 2019-- Irvine | 150 | |  |