

**METROPOLITAN SWIMMING REIMBURSEMENT FORM FOR INDIVIDUAL EVENTS AT
2011 AT&T WINTER NATIONAL CHAMPIONSHIPS
(December 1-3, 2011)**

All forms must be filled out completely and must be submitted by club

CLUB _____

Address _____
 _____ ZIP _____

Phone (____) _____ email _____

For each athlete, list the five Metro meets (one of which must be Senior Mets) that the athlete attended from **December 5, 2010** to **entry deadline**.

Please note: The athlete's name must appear on meet results in individual events.

**Proof of travel related expenses for each athlete must be attached to this form
 Athletes first and last names must appear on all documents
 (See list for approved documentation of travel expenses on page 2)**

Name: _____ College student: yes no (please circle)

		Travel Expenses	
Meets:	Dates:	Paid to:	Amount:
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

Name: _____ College student: yes no (please circle)

		Travel Expenses	
Meets:	Dates:	Paid to:	Amount:
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

Athlete in Individual Event: \$600

Send to: Corinne Cody – 12 Shea Knolls Ct. – Campbell Hall, NY 10916

corinne.cody@metroswimming.org Forms must be received by **1/03/12**

LIST OF ACCEPTABLE METRO MEETS

All Metro Sanctioned meets that were bid on, and accepted at the HOD Bid Meeting, or added on the calendar at a later date with the Board Approval.

Swimmers must have competed in individual events in each meet (no time trials).

LIST OF UNACCEPTABLE METRO MEETS

High school meets (dual meets, championship meets, State qualifier, State meets, etc.)

Approved meets

Observed meets

Out of LSC meets

Dual/tri meets between 2/3 clubs (or more)

Time Trials

“Closed” meets

League or association meets (ESSL, YMCA, WFA, etc.)

LIST OF APPROVED DOCUMENTS FOR PROOF OF TRAVEL EXPENSES FOR CHAMPIONSHIP MEET STIPEND

Athletes first and last name must appear on documents

- Hotel receipts from venue area / city and within date range of the meet
- Receipts or ticket stubs for air fare, train or bus to / from city of meet venue
- Mileage – include a map quest or similar travel program to support mileage from athlete’s home to city of meet venue. Mileage will be reimbursed at a rate of .37 cents per mile. (This is the approved rate for mileage for Metropolitan Swimming LSC related travel). Please list any toll related expense.
- Meal receipts (meal expense up to \$25 per day per athlete will not require a receipt)

The requirement for proof of travel expense is to protect Metropolitan Swimming Inc. and the teams and athletes receiving the stipends.