

METROPOLITAN SWIMMING TRAVEL EXPENSE REIMBURSEMENT

OFFICIALS TRAVEL ASSISTANCE

All forms must be filled out completely (PRINT clearly)

I am requesting pre-approval for _____

Dates of Meet: _____

Officials Chair **pre-approval** _____ Date: _____

Officials Chair **Final Approval**: _____ OTS has been verified _____

Official's Name _____ Team _____

Current LSC Certification (Check one): S&T Starter Referee Admin Referee

Current National certification: S&T Chief Judge Starter Referee N-2 N-3

Address where reimbursement should be sent:

_____ ZIP _____

Phone (____) _____ email _____

**Proof of travel related expenses to meet must be attached to this form
(See list of acceptable approved documentation of travel expenses on page 2)**

Meet Officiated:

Zone Championship Meet – Dates & Location : _____

Sectional Meet – Dates & Location: _____

NCSA Meet - Dates & Location: _____

Jr. National Meet – Dates & Location: _____

Sr. National/Open Meet – Dates & Location: _____

Arena Pro Swim Series – Dates & Location: _____

Position(s) Worked at meet: _____

National Certification applied for: _____

Applicant has received travel support from Metro in the preceding 12 months – YES NO

If so, for what meets and how much \$ _____

Expenses:

Hotel _____ \$ _____

Mileage _____

Airfare _____ \$ _____

Approval by Official's Chair: _____ Date _____

Signature of Requesting Official: _____ Date _____

Send to: Metropolitan Swimming – 99 Sheep Pasture Rd – Port Jefferson, NY 11777
metro.office@metroswimming.org Forms must be received within one month after the meet

RATES OF REIMBURSEMENT:

- **Zone Meet** up to **\$200**
- **Sectional Meet** up to **\$200**
- **NCSA Meet** up to **\$400**
- **Jr. Nationals** up to **\$500**
- **Sr. Nationals & Open** up to **\$500**
- **Arena Pro Series** up to **\$400**

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

- 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 official's home to city of meet venue. Mileage will be reimbursed at IRS federally approved mileage rate. Please list any toll related expense.
- Meal receipts (meal expense up to \$25 per day will not require a receipt)

The requirement for proof of travel expense is to protect Metropolitan Swimming Inc. and the Officials receiving the travel reimbursement