

Niagara Swimming, Inc. Travel Memorandum

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By: Adam A. Zaczkowski, Administrative Chair

Over the past years, as the Niagara Board of Directors and its agents (including non-elected appointees) have had an increase in travel demands. This memorandum is now written to make sure that each Board member understand his or her expected travel requirements.

The following will provide a general overview of each type of meeting. At the end of this document, there are more specific requirements.

### Travel and Attendance at Board of Director Meetings:

It is expected that all Board members attend regularly scheduled meetings. For time to time, there may be an in-person meeting required. Board members make file a reimbursement request for mileage to and from the meeting and tolls, if required, with receipt. Mileage reimbursement is \$0.40 per mile. Each member must file a reimbursement request with the treasurer. Treasurer has the right to verify mileage or tolls.

It is also recommended that members from similar geographic regions car pool to reduce costs to the LSC.

### Travel and Attendance at Niagara LSC House of Delegates Meetings:

It is expected that all Board members attend the semi-annual House of Delegate meetings as representatives of the board under their specific division. Board members may file a reimbursement request for mileage to and from the meeting and tolls, if required, with recipient. Mileage reimbursement is \$0.40 per mile. Each member must file a reimbursement request with the treasurer. Treasurer has the right to verify mileage or tolls.

It is also recommended that members from similar geographic regions car pool to reduce costs to the LSC.

### Travel and Attendance at Eastern Zone Spring Meeting:

For the Eastern Zone Semi-Annual meeting, generally held annually in May, the Niagara Delegation should consist of the following Board members: General Chair, Sr Athlete Rep, Tech Planning and Age Group chair. It is also recommended that the Diversity and Official's Chair attend. These delegates are expected to represent the interests of Niagara Swimming as a whole and attend all prescribed meetings within reason. The General Chair, or his or her designee, will register and pay for delegates attendance costs.

Each member must file a reimbursement request with the treasurer. Treasurer has the right to verify any and all expenses.

The LSC will reimburse each approved delegate for:

Meetings that are less than 350 miles from the Delegate's home:

- If meeting is within 350 miles, no airfare will be provided. In such occasion, mileage (\$0.40/mile) and tolls (if needed, with receipt) reimbursed.
- Hotel stay, at meeting venue preferred hotel. Commencing no earlier than 24 hour prior to the start of the meeting and concluding no later than 24 hours after the end of the meeting.
- Parking at hotel. Least expensive parking option
- \$40 per diem for food. No receipt required.
- It is also recommended that members from similar geographic regions car pool to reduce costs to the LSC.

Meeting that are greater than 350 miles from Delegates Home:

- Airfare
- Mileage to and from home airport
- Parking at home airport
- Hotel stay, at meeting venue preferred hotel. Commencing no earlier than 24 hour prior to the start of the meeting and concluding no later than 24 hours after the end of the meeting.
- Local transportation, via Taxi and or Uber like service, with receipt. It is recommended that livery services are shared to reduce overall cost.
- \$40 per diem for food. No receipt required.

### Travel and Attendance at United States Aquatics Sports (USAS) Convention:

The USAS convention is the annual meeting for USA Swimming, USA Master's Swimming, USA Water Polo, USA Diving and USA Synchronized Swimming governing bodies. This meeting is generally held in September and the Niagara Delegation should consist of the following Board members: General Chair, Sr Athlete Rep, Tech Planning, Age Group, Senior Chair, Administrative Chair and Officials chair. It is also recommended that the Diversity and Official's Chair Attend. The General Chair shall have the power to appoint a substitute as needed.

These delegates are expected to represent the interests of Niagara Swimming as a whole and attend all prescribed meetings within reason.

Each member must file a reimbursement request with the treasurer. Treasurer has the right to verify any and all expenses.

The LSC will reimburse each approved delegate for:

Meetings that are less than 350 miles from the Delegate's home:

- If meeting is within 350 miles, no airfare will be provided. In such occasion, mileage (\$0.40/mile) and tolls (if needed, with receipt) reimbursed.
- Hotel stay, at meeting venue preferred hotel. Commencing no earlier than 24 hour prior to the start of the meeting and concluding no later than 24 hours after the end of the meeting.
- Parking at hotel. Least expensive parking option
- \$40 per diem for food. No receipt required.
- Convention Registration Fees, if not pre-paid for by the LSC.
- It is also recommended that members from similar geographic regions car pool to reduce costs to the LSC.

Meeting that are greater than 350 miles from Delegates Home:

- Airfare
- Baggage Fees (if applicable)
- Mileage to and from home airport
- Parking at home airport
- Hotel stay, at meeting venue preferred hotel. Commencing no earlier than 24 hour prior to the start of the meeting and concluding no later than 24 hours after the end of the meeting.
- Local transportation, via Taxi and or Uber like service, with receipt. It is recommended that livery services are shared to reduce overall cost.
- \$40 per diem for food. No receipt required.
- Convention Registration Fees, if not pre-paid for by the LSC.

### Travel and Attendance at USA Swimming, Eastern Zone or Other Functions not listed:

From time to time, the Board may find certain meetings that LSC representation is required. After Board approval, the attendees should follow the general guidelines for travel to and from the USAS Convention as a template for reimbursement and requirements. It is also expected that a written summary is provided to the Board for its permanent record of the event.

Persons acting on behalf of the LSC are eligible for reimbursement as prescribed in this document with proper authority from the General Chair or the division head under which they are acting.

### Minor Athlete Attendance at all Events

The LSC should make every reasonable effort to ensure athlete representation is at every Niagara LSC, Eastern Zone and USA Swimming related function, where required.

As such, it is the responsibility of the General Chair or the Senior Chair to help the minor athlete arrange travel including flights and hotels. The athlete travel may be paid through a board member or the athlete's legal guardian. If the athlete's guardian pays for his or her travel, the guardian is eligible for reimbursement in any of the manners listed above.

It is the athlete and his or her guardian's responsibly to fill out any LSC, Zone or USA Swimming required attendance form prior to travel.

## Specific Guidelines:

### Air Travel:

Flights should be reserved as soon as possible to secure best rates and preferred itinerary. Any flights greater than \$600 should receive General Chair approval.

Benefits accrued from frequent travel programs may be retained by the traveler. However, that program should not override the selection of a more cost effective carrier.

Charges for re-ticketing, schedule changes, etc are reimbursable if incurred for valid business reasons. Any fees should be noted and sent to Treasurer with explanation.

### Hotel Reservations:

If the convention or meeting hotel is outside the market rate, the member should look for a reasonable alternative. Only room rate and occupancy tax is reimbursable, with the exception of internet connection fees. Members should opt for the least expensive option for the charges.

### Personal Travel:

Board Member may combine personal and business travel providing it is at no cost to Niagara Swimming.

## Ineligible Expenses

In general terms, the following expenses will not be covered, unless pre-approved by the Finance Committee:

- Rental Cars and costs associated including, gas, insurance, tolls, etc.
- First or Business Class Airfare
- Baggage fees for trips less than 48 hours
- Hotel Suites or luxury accommodations
- Annual Fees, late fees or finance charges on personal cards for LSC expenses
- Expenses relating to unlawful activities (i.e. parking tickets)
- In-Air internet charges
- Laundry or Dry Cleaning