



ATHLETE TRAVEL FUND POLICY AND PROCEDURES



In its annual budgeting process, Virginia Swimming includes funds to help its athletes with the expense of participating in specific USA Swimming national level swim meets. The following excerpt from the Virginia Swimming Policies and Procedures describes the criteria that must be met for an athlete to be eligible for reimbursement:

A. TRAVEL FUND CRITERIA

1. In the annual budget, VSI identifies certain national and international level meets for which participating VSI athletes are eligible for partial reimbursement of travel expenses.
2. To be eligible for travel expense reimbursement, an athlete must:
 - a. Have achieved at least one qualifying time in an individual event that meets the current USA Swimming Winter Junior National Time standards.
 - b. As a VSI-registered swimmer, participate in an individual event in one of the following two categories:
 - (1) Any USA Swimming national championship-level competitions including USA Swimming National Championship, USA Swimming Junior National Championship, National Disability Championship, U.S. Open, or any Trial class meet.
 - (2) Championship level competition designated by the VSI Senior Committee that includes, but is not necessarily limited to, NCSA Junior Championships, USA Swimming Grand Prix series meets, and YMCA Nationals. Any meet not currently listed has to be pre-approved by the senior committee.
 - c. Must have swum an individual event in at least one (1) USA Swimming sanctioned meet as a VSI registered swimmer within the six-month period immediately prior to their reimbursable competition. (USA Swimming sanctioned meets, as defined under this Travel Fund Criteria, do not include individual team time trials, intra-squad meets, or any other type of meet that limits entries to only one swim club.)
3. College swimmers are eligible for travel reimbursement only if they were a VSI registered swimmer for the year prior to college and participated in at least one VSI sanctioned meet that occurred before March 1st of the year prior to attending college.
4. Requests for reimbursement must be submitted to the treasurer of VSI within 30 business days after the meet for full funding.
5. An athlete is eligible to receive a travel reimbursement for only one designated meet in a season (short course and long course), with the exception that in an Olympic year, an athlete may receive an additional travel reimbursement for participating in the USA Swimming Olympic Trials. An athlete who attends multiple meets in a season will be reimbursed for the meet which has the highest reimbursement rate.
6. Extenuating circumstances can be submitted in writing to the VSI Board of Directors for review and consideration for full or partial funding.
7. The amount of money available for reimbursement shall be determined by the VSI Board of Directors.

To submit a request for reimbursement, fill out Athlete Travel Fund Request for Reimbursement form, including the signatures of both the parent and athlete, and attach the appropriate **original receipts** for expenses. Send to the Treasurer of Virginia Swimming whose name and address can be found on the form. In order to receive the full amount of funding as set by the VSI Board of Directors, requests for reimbursement must be submitted to the treasurer within 30 days of the meet. Submitting the request up to 15 working days after the due date will result in a refund of 75% while requests received between 16 and 30 working days late will result in a refund of 50%. Forms turned in more than 30 working days after the due date will receive no refund. Only individual event qualifiers are eligible for reimbursement.

NOTE:

- **Please remember to include all reimbursement amounts either from your club or outside sources.**
- **'Season' in #5 is defined as follows:**
 - **Short Course - meets during the months September – April.**
 - **Long Course - covers meets during the months April – August.**

Please contact Mary Turner at 434-352-5451 or registrationchair@virginiaswimming.org with any questions.