

**LIST OF APPROVED DOCUMENTS FOR PROOF  
OF TRAVEL EXPENSE FOR CHAMPIONSHIP  
MEET STIPEND**

- 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.