

**METROPOLITAN SWIMMING TRAVEL REIMBURSEMENT FOR INDIVIDUAL EVENTS
2018 NCSA SUMMER SWIMMING CHAMPIONSHIPS
(Indianapolis, Indiana, July 31- August 4, 2018)**

All forms must be submitted by the person or entity seeking reimbursement for the expenditures they incurred

All forms Must be filled out completely (PRINT CLEARLY) - illegible forms will be returned

Reimbursement should be made to _____ Family _____ Club (check one)

Reimbursement Check should be made payable to: _____

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 **July 31, 2017 to Meet Start Date**.

Please note: The athlete must actually compete in at least one individual event and the athlete's name must appear on meet results in individual events (DFS and NS do not count as having competed in the event)

**Proof of travel related expenses for each athlete must be attached to this form - see list on page 2
Athletes first and last names must appear on all documents**

Swimmers applying for a Travel Reimbursement MUST submit a printout from the USA Swimming Database listing all meets attended during the qualifying period.

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

		Travel Expenses for Summer NCSA 2018	
Meets:	Dates:	Expenses:	Amount:
1	Senior Mets – Winter or Summer	Air fare	
2		Hotel	
3		Mileage (if driving)	
4		Meals	
5		Other	

Athletes in Individual Event – expenses may be reimbursed up to \$400

Send to: Metropolitan Swimming – 99 Sheep Pasture Rd – Port Jefferson, NY

11777 metro-office@metroswimming.org Forms must be received by **8/31/18**

The person or entity applying for a Travel Reimbursement for a swimmer MUST submit a printout from the USA Swimming Database listing all meets attended during the eligibility period.

Go to <https://www.usaswimming.org/Home/times/individual-times-search>

- Select a person – enter swimmer’s name
- Individual Times Search – select a range: 07/31/2017 to 07/31/2018
- Optional search parameters – all events – **sort by Meet Date** - then click search
- If more than one swimmer with same name appears, click on the correct swimmer
- PRINT ALL Pages – may be more than one page to print
- Highlight all METRO meets once! (no dual/tri meets, no YMCA meets, no Time Trials, no High School meets)

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

Athletes first and last name must appear on documents
(Hand written names for identification of expense is acceptable)

- 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 current government rate per mile. 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 reimbursement.

*****Meals and travel are reimbursable for swimmer only**