

To: Metro officials
From: Mark Amodio, Officials' Chair

Officials' travel reimbursement policy: effective immediately

Officials who travel to and work a minimum of four sessions at one of the following meets may apply for travel funds to help offset the cost of attending these meets. The officials' travel reimbursement form is available on the Metro website and includes further information on the reimbursement limits for each of the listed meets.

The meets covered are as follows:

Zone Championship
Sectionals
NCSA Juniors meet
Futures
Junior Nationals
Arena Pro Series
Senior Nationals/US Open

To be considered for a Metro travel reimbursement, officials must be registered in and be in good standing with Metropolitan Swimming and they must work a minimum of four sessions at one of the following Metro-sponsored meets or a minimum of two sessions at each of the following Metro-sponsored meets: short-course Senior Mets and long-course Senior Mets. Officials also must work a minimum of four sessions at the meet(s) for which they are seeking travel reimbursement. Officials who do not receive stipends from Metro teams will be given priority over those who do.

Funds are limited. As such, Metro does not guarantee that all requests will be granted or that the sums allotted for each meet will be granted in full. Barring exceptional circumstances, no official will be reimbursed for travel to more than two meets or receive more than \$1000 in travel reimbursement in any given fiscal year. Officials who have not been funded in any given fiscal year will be given priority over those who have been funded. Meets attended toward the end of the fiscal year will be reimbursed from the available funds of that year's budget.

Those wishing to be reimbursed for travel must apply to the Officials' Chair for pre-approval a minimum of two weeks in advance of their travel dates. Anyone who has not received pre-approval from the Officials' Chair will not be eligible for a travel reimbursement. All forms and supporting receipts must be submitted within thirty days following the event; forms and supporting materials that are not turned in within thirty days will not be considered.