

3.2 Delegate Travel Reimbursement

Reasonable travel and lodging expenses will be provided for Middle Atlantic representatives at meetings, workshops, seminars and conventions, when approved by the appropriate MA Officer or Committee Chair, and funds for such travel have been provided in the MA Budget. This includes travel to the USA Swimming (USAS) annual convention, the Eastern Zone meetings, clinics and conferences sponsored by USAS, and certain transportation to the Eastern Zone All-Star meet for Zone Coaches and the Team Manager. Travel reimbursement will be based on the rate of \$0.34/mile for automobile travel (driver only) or the lowest available airfare to the meeting site (at the time the travel has been authorized or approved) from a reasonably convenient airport. Lodging expenses will be based on double occupancy (unless lodging is for an odd number, per gender, of representatives). A per diem allowance of \$25 per day (based on \$5/\$10/\$10 per meal) will be provided, when appropriate. Unless approved in advance, transportation to and from the departure airport, including airport parking and tolls, is not a reimbursable expense. Travel, meal and lodging expenses covered by any other organization are not eligible for reimbursement by Middle Atlantic.

3.2.1 Convention Reimbursement Policy

The intent of this policy is to cover reasonable travel, lodging and per diem expenses for voting members of Middle Atlantic attending the USA Swimming (USAS) National Convention. The lodging reimbursement shall be on a pro-rata basis and will depend on the length of stay at the convention.

1. The General Chair, Administrative Vice-Chair, Senior Vice-Chair, Age Group Vice-Chair, Senior Coach Representative, and Senior Athlete Representative will receive full reimbursement for their travel and lodging expenses. If any of the above delegates are unable to attend and an alternate representative attends in their place, said alternate shall receive full reimbursement for their travel and lodging expenses.
2. The General Chair, with the advice and consent of the Board of Directors, has the right to appoint additional delegates to attend the Convention when additional votes are made available to MA (up to the extent allowed) and those voting delegates shall also receive full reimbursement for their travel and lodging expenses provided they are currently active on at least one (1) MA Committee and are active in Middle Atlantic affairs (other than as a Club Coach.)
3. In addition, those MA members who have a vote at convention by reason of a National or International position with USAS, shall be reimbursed, provided they are also currently active on at least one (1) MA Committee

4. The General Chair, with the advice and consent of the Board of Directors, may also designate a full-time member of the MA Office staff to attend the USAS Convention; such employee shall also be entitled to receive full reimbursement for their travel and lodging expenses. Whenever possible, it is suggested that such employee also be assigned one of the additional votes granted to MA by USAS.
5. Any remaining budgeted funds may be divided between other MA members with voting credentials by reason of an affiliated governing body, such as ASCA or YMCA, provided such members are currently active on at least one (1) Committee in Middle Atlantic.
6. A per diem allowance of \$25 per day for those attending the USAS Convention will be provided to cover food and miscellaneous expenses. The per diem may be prorated on arrival/departure days based on actual travel times to and from the convention.
7. MA delegates may leave the convention after adjournment of the House of Delegates meeting on the last day of the convention. Delegates returning early (e.g., on Saturday evening) are responsible for any difference in airfare which may result from their early departure.
8. Middle Atlantic Swimming will not be responsible for any additional expenses incurred the last day. These expenses include, but are not limited to, late check-out, airline ticket change fees, etc. Travelers taking the “red eye” and arriving after midnight would not be entitled to the per diem payment for the last day (the morning of their arrival) of travel.

(Adopted 4/8/02)

NOTE: A description of the delegates to convention is included in the Middle Atlantic By-Laws, Article 606.7.12 *(adopted effective January 1, 1997)*

GUIDELINE

1. The MA office will arrange airline transportation for convention delegates. Delegates must communicate their itinerary to the office, in writing, 60 days prior to date of departure (or as soon as appointed, if less than 60 days prior to departure). Include date and approximate time you wish to arrive at your destination, preferred airport, and date and requested time of departure for your return. Otherwise, you are on your own.
2. If you prefer to make your own arrangements, you will be reimbursed for your airfare at the lowest available fare (based on 4-week advance purchase), round trip, from your departure city to your destination. Your original ticket stub must be mailed to the office as your receipt.
3. Any fee for a change and/or cancellation to an issued ticket is the responsibility of the delegate.
4. The MA office will arrange hotel accommodations, ground transportation (if needed), pay convention fees and issue per diems prior to departure.

3.2.2 Eastern Zone Meeting Reimbursement

1. Transportation, lodging, and meeting fees will be provided for three (3) delegates from Middle Atlantic, appointed by the General Chair and approved by the Board of Directors. If an Eastern Zone Director is a member of the Middle Atlantic LSC, transportation and lodging will be provided for that Director also. A per diem may be issued, depending on the length of stay and expected arrangements at the meeting.
2. Travel reimbursement (for driver only) will be at \$0.34/mile from the Delegate's residence to the Meeting Site. Allowance will be made if driver picks up other delegates. If air travel is required, arrangements will be made by the MA Office. Any expense above the air fare established by the MA Office will be the delegate's responsibility.
3. Any remaining (budgeted) funds may be divided among other attendees at the Eastern Zone meeting (at the discretion of the General Chair), provided they are currently active on at least one (1) Committee, have a vote in Middle Atlantic House of Delegates and are active in Middle Atlantic (and not just as a Coach.)

(Adopted 4/8/02)

3.2.3 Zone All-Star Travel

1. For Zone Meets held within the MA boundaries, the appointed Zone Coaching Staff will be responsible for their own transportation to and from the Meet location. The exception would be short course Zones in which Zone Staff would travel with the athletes in transportation provided by MA.
2. For Zone Meets outside the MA boundaries, MA will be responsible for transportation to and from the competition. This includes all transportation needs during the meet. Staff who decline the transportation provided by MA will not receive reimbursement for their own transportation. It is strongly suggested that the Zone Staff use the transportation provided by MA.

(Adopted 2/8/02)

3.2.4 Seminars and Workshops

Middle Atlantic will provide transportation, meals and lodging for various seminars and workshops hosted by USA Swimming. Delegates must meet the criteria for attendance, and be appointed by the appropriate committee chair or General Chair.

GUIDELINE

1. The MA office will arrange transportation for delegates to seminars and workshops. Delegates must communicate their desired itinerary to the office, in writing, 45 days prior to date of departure (or as soon as appointed, if less than 45 days from departure date). Include date and approximate time you wish to arrive at your destination, preferred airport, and date and requested time of departure for your return. Otherwise, you are on your own.
2. If you prefer to make your own arrangements, you will be reimbursed for your travel at the lowest available fare (based on 4 week advance purchase), round trip, from your departure city to your destination. Your original ticket stub must be mailed to the office as your receipt.
3. Any fee for a change and/or cancellation to an issued ticket is the responsibility of the delegate.
4. The MA office will arrange hotel accommodations, issue per diems (if indicated) and pay registration fees prior to departure.

(Adopted 4/8/02)