

Pacific Northwest Swimming Rules and Procedures	PNS Officials Travel Expense Reimbursement
Index AD-23-05	Effective Date 11/12/24
Original: May 2023 11/12/2024: Clarified Purpose [Section 1], amended Guidelines and Eligibility requirements [Sections 2 & 3], removed Additional Travel Considerations for Officials' Travel within PNS [Section 4], and updated Payment Schedules [Section 5] per PNS Officials Committee recommendations.	

1. **Purpose:** To support, promote, encourage Pacific Northwest Swimming (PNS) officials to participate at higher level meets. Enable officials to experience meets outside PNS and to improve officiating within the LSC by:
 - Encouraging PNS Officials to experience national deck protocols, allowing them to interact with officials from other LSCs and to learn and reinforce protocols, rules and interpretations, and situation resolution.
 - Providing additional opportunities for credential advancement/maintenance within the National Officials Certification Program.
 - Developing/maintaining National Evaluators and local Trainers to support advancement and training opportunities at PNS meets.

PNS recognizes that significant expenses may be incurred by Officials who travel to these meets. To help offset travel costs, PNS officials may be eligible for reimbursement of travel-related expenses, subject to the requirements listed below.

2. **Guidelines:** The PNS Officials Committee is responsible for managing the Officials Travel Expense Reimbursement program. Adjustments may be made to this program for fiscal/budgetary reasons, at the discretion of the PNS BOD.

Reimbursement priority (in the following specified order) will be for requests for:

Priority	Request type
1	those working on attaining/maintaining evaluator status
2	'first-timer' officials at OQM meets outside PNS
3	those seeking advancement of their N3 credential
4	those seeking N3 recertification

Table 1: Reimbursement priority

Travel-related expenses include:

- reasonable and customary coach air fare
- third-party transportation
- lodging
- use of rental or personal car mileage (per IRS-published mileage rates)
- gas
- associated parking fees incurred during travel

A PNS official may not receive more than their actual expenses (i.e., payment will be the lessor of allowable expenses incurred or the maximum eligible funding).

Detailed receipts must accompany the reimbursement request.

3. **Eligibility:** To be considered for reimbursement, the following criteria must be met:
 - i. Must be registered as a current PNS official for at least one (1) year prior to and during the meet.

- ii. Must have worked a minimum of sixteen (16) sessions, as recorded in the Officials Tracking System (OTS), at USA Swimming and/or PNS sanctioned, approved, or observed meets in the prior two (2) years.
- iii. Must have worked four (4) sessions, as recorded in OTS, at a PNS-sanctioned OQM in the prior one (1) year.
- iv. Must work all assigned sessions of the meet. Sessions worked will be verified in OTS prior to any approval for reimbursement.
- v. An official may request reimbursement for one (1) meet per year (defined as September 1 thru August 31)
- vi. Must submit a PNS Travel Reimbursement Request Form, along with applicable receipts and a copy of the OTS log identifying the meet/sessions worked, to the PNS Officials Chair (email to officials@pns.org) within 90 days of travel and by August 20 of that fiscal year.
- vii. PNS reimbursement cannot be requested by both an official and another USA Swimming member (if eligible under separate PNS policies) for the same expenses.
- viii. Reimbursement approvals will be made by the PNS Officials Chair with priority based on Table 1 above. Reimbursement is not guaranteed depending on funds available and submission priorities.
- ix. The PNS Board of Directors (BOD) or the PNS Officials Chair may waive an eligibility criterion under special circumstances.

Please note that the Western Zone has established a program to encourage officials to participate in the Age Group and/or Senior Zone Long Course Championships meets Officials Reimbursement Fund. PNS does not offer further reimbursement for these two meets and, therefore, these meets are not eligible under this PNS policy if covered by the Western Zone reimbursement program.

4. **Payment Schedules:** Payments will be made for eligible and approved requests using the following table. Payment amounts will be the lesser of the incurred eligible expenses or the rate below.

Meet (outside of PNS)	Reimbursement Rate**	N2 Evaluator Rate***
Junior/Pro/Open/National	\$1000	\$1250
Futures	\$1000	\$1250
Sectionals	\$800	\$800
Zones*	\$600	\$600
OQM meets outside PNS	\$400	\$400
Open Water Nationals	\$1000	\$1000

Table 2: Meet Reimbursement Rate

* If not covered by the Western Zone Officials Reimbursement Fund

** subject to reimbursement priority as defined under Guidelines

*** must meet National criteria qualifying an official for N2 Evaluator status