

	Policies and Procedures	
Subject: Meet Travel Reimbursement for Officials	Document Number: 314 Version Number: 04	Effective Date: September 13, 2024 Last Revision: September 11, 2024

1. The Officials Travel Reimbursement is intended to assist with an official's travel expenses.
2. OKSI Officials Traveling to qualifying meets may be eligible for full or partial reimbursement of their travel expenses. A link to the reimbursement process, yearly funded meets, and guiding principles can be found at oks.org.
3. Officials working at a qualifying meet may not receive more than their actual expenses in travel assistance.
4. The Officials Chair or Officials Committee may recommend changes to this policy to the Board of Directors. The Board of Directors retains authority over this program.
5. An official may receive up to \$1600 maximum total meet travel funding per calendar year.
6. OKS Meet hosts for the OKS Regionals, 14-under Championships, Senior State Championships, Summer 10-Under Championships and the LCM State Championships shall pay for hotel accommodations for the Meet Referee and Admin Meet Referee when they travel more than 40 miles one way for the meet.
  - 6.1. This reimbursement does not count against the limit imposed by #5 above.
7. OKS shall pay for hotel accommodations for OKSI registered Officials asked to serve as National Evaluators at the 14-Under Championships, Senior State Championships and the LCM State Championships when they travel more than 40 miles one way for the meet.
  - 7.1. This will not apply if the official is also serving as either the Meet Referee or Admin Referee at the same meet.
  - 7.2. This reimbursement can only apply to one meet per calendar year.
    - 7.2.1. This reimbursement does not count against the limit imposed by #5 above.

8. OKS will pay usual and customary travel expenses for a non-OKS registered official invited to serve as a National Evaluation for the 14-Under Championships, Senior State Championships and the LCM State Championships regardless of if OKS or a member club is hosting the meet.
9. Reimbursements, excluding #8 above, will be distributed subject to the rules below.
  - 9.1. The official must be registered with OKS for at least six months prior to the meet and be registered with USA Swimming through OKSI as an official during the time of the meet being funded.
  - 9.2. The official must work all sessions of the meet.
  - 9.3. The official must have worked at least 4 sessions each, in at least five OKS sanctioned meets during the 12 months immediately preceding the request for reimbursement.
  - 9.4. Once travel is completed, reimbursement requests for travel assistance shall be submitted using the online form available at oks.org following P&P 310 and 311.
  - 9.5. The official must attach a brief trip report to their reimbursement request. The trip report should include:
    - 9.5.1. A brief summary of the experience
    - 9.5.2. Highlights of the meet
  - 9.6. Exceptions to this policy may be granted on a case by case basis with the approval of the Officials Chair and the General Chair.
10. Reimbursement request must be submitted within 30 days of the conclusion of the meet using the online form at oks.org

Change Log					
Version	Date	Description of Change / Sections	Author or Editor	Authority	Control Number
01	06-03-19	Restructure of P&P / whole document Modified for clarity / whole document Maximum reimbursement no longer capped to two meets / 5. Modified for online forms / 6.4 and 6.5 Trip Report requirement / 6.7 Add exception policy / 6.9	D. Mink	BOD	OKS-0004
02	10-08-22	Update funding process and submittal process	C. Hanson	BOD	OKS-0005
03	4-8-2023	Add meet host paying for hotel accommodations and reimbursement deadline	B. Staab	BOD	OKS-0010
04	9-11-2024	Add reimbursement for National Evaluators, update meet names and add non-OKS National Evaluation travel	J. Salcher	BOD	OKS-0011