

# Wisconsin Masters Aquatic Club (WISC) Reimbursement Policies

## All Reimbursements

1. All WISC club expenditures must be approved by the WISC Board of Directors. Reimbursements to individuals for pre-approved expenditures fall within these policies. WISC will reimburse expenditures using these policies, as determined to be in compliance by the Chair, or Vice-Chair and Treasurer. If the Chair is to be reimbursed that must be preapproved by the WISC Board of Directors.
2. **Travel Reimbursement** is available for the following:
  - 2.1. Airfare (at the least expensive seat selection).
  - 2.2. Airport “super saver” parking rate.
  - 2.3. Shuttle transportation to and from the hotel and the airport.
  - 2.4. Hotel room rate for a single room.
  - 2.5. Reasonable daily food expenses.
  - 2.6. WISC does not reimburse the cost of any alcoholic beverages.
  - 2.7. If a person chooses to drive, then reimbursement will be the lesser of the current IRS business mileage reimbursement, plus tolls, or the least expensive air fare seat selection. No mileage reimbursement will be made for passengers sharing a ride.
  - 2.8. If people share a hotel room, then reimbursement will be submitted by and made to one person. The people are expected to work out the reimbursement themselves.
  - 2.9. WISC does not pay a per-diem. Expenses must include the receipts with the exception of tolls and reasonable tips.
3. The WISC Expense Form along with legible receipts must be received by the WISC Treasurer within thirty (30) days of the end of the event. Exceptions must be requested and approved by the WISC Chair before thirty (30) days have elapsed from the end of the event.
4. Expense reports must be complete, legible, accurate and include all receipts. If the expense report does not fulfill those standards, in the judgement of the WISC Treasurer, the treasurer will return the expense report with an explanation of what is lacking. The requestor can re-submit the expense report. If after three (3) submissions of an expense report it does not meet these standards, in the judgement of the WISC Treasurer and with the approval of the WISC Chair, expenses will not be reimbursed.
5. Other expenses available to reimbursement includes expenses running hosted swim meets, club-related insurance, buying certain swim gear including caps, t-shirts, coach registration related to Wisconsin Masters swimming, and are subject to approval by the WISC Board of Directors.

### Reimbursement Policies related to National Coaches

The WISC Board of Directors will determine when and at which meets reimbursement will be available. WISC has reimbursed the people who volunteer to coach WISC swimmers at the USMS Short Course Nationals swim meet, and may, at their discretion, elect to reimburse volunteer coaches at other meets.

1. The purpose of the reimbursement is to defray the costs of the volunteer coaches. The reimbursement is not intended to cover all the costs incurred by coaches. WISC is staffed by volunteers, none of those volunteers are compensated for any of their time.
2. All reimbursement policies, above, shall be applied
3. WISC will attempt to reimburse all the approved coaches at the SC National swim meet. Reimbursements should be distributed fairly, if not evenly.
4. By January 1 of each year the WISC board will meet to determine the reimbursement limits for the upcoming SC National swim meet. This review is necessary:
  - 4.1. The costs vary by location. For instance, it is more expensive to send coaches to Riverside CA than it is Greensboro NC. The WISC reimbursement will consider those costs.
  - 4.2. The financial state of WISC must be considered.