

Registration and Travel Reimbursements For LMSC for VA

The following guidelines for LMSC for VA members are stated below. Please review prior to planning travel to an approved USMS event including but not limited to: the USMS annual meeting or Workshops such as Volunteer Relay meeting, the USMS Leadership Summit, and approved clinics within our LMSC such as the USMS coaches certification clinics.

Registration for USMS Meetings

The LMSC for VA shall reimburse full expenses for registration for USMS meetings, summits, and workshops (if necessary).

Reimbursement for Coaches Certification

Members of the LMSC for VA wishing to further training for approved USMS coaches clinics or ATLS may apply for reimbursement for 100% for Level 1, 2, and 3, and 4 training as well as ALTS training. Requests should be made to the Coaches Chair or LMSC for VA Chair prior to attending training.

Transportation

The LMSC for VA shall reimburse actual expenses for transportation (limited to economy airfare) to and from the travel destination, including reasonable checked bag charges and reasonable costs for transportation to and from airports (including parking). Reimbursement for changes in flights is not permitted without the prior approval. Reimbursement for travel costs of a companion will not be approved.

Lodging

The LMSC for VA shall reimburse for actual lodging expenses at the lowest available room rate for the nights during the duration of the meeting (if applicable). For members seeking Coaches or ALTS Certification, the LMSC shall reimburse actual lodging expenses (at the lowest available room rate) for a one (1) night's stay. The LMSC for VA shall not reimburse for any auxiliary charges such as, but not limited to, movies, room service, non-pre approved internet service, phone, pets, damages, or valet services.

Gas and Mileage

The LMSC for VA shall reimburse fuel/mileage costs to Coaches or Coaching Candidates that travel to an approved LMSC for Va Swim Clinic or USMS Instructional clinic for further coaching education that exceeds 50 miles from place of residence. Reimbursement for personal auto use shall be at the IRS standard business mileage rate.

The LMSC for VA shall reimburse fuel and mileage if the member travels to a USMS meeting/summit *in lieu* of airfare that exceeds 50 miles from place of residence. Reimbursement for personal auto use shall be at the IRS standard business mileage rate.

Meals

The LMSC for VA shall reimburse meals when appropriate (travel days), but not to exceed \$50.00 per diem when attending USMS approved events.