

Potomac Valley Swimming
2008 USA Swimming Convention
Proposed Reimbursement Rules

In order to help control expenses, the following rules will be in place for reimbursing authorized PVS attendees at the 2008 USA Swimming Convention.

- All reasonable and necessary expenses of authorized attendees will be reimbursed up to a maximum of \$750.00 not including the Convention registration fee (PVS will pay the registration fee).
- Reimbursements must be supported by receipts.
- Each attendee is eligible for 50% of the total room charge per night of occupancy.
- Airfare reimbursement will be limited to an amount equal to the average price of a roundtrip ticket purchased on a non-cancelable basis 3 weeks before the trip at the cheapest of Dulles or Reagan National Airports.
- The following items are not eligible for reimbursement:
 - Car rental
 - Meals provided via room service
 - In-room movies
 - In-room Internet service
- Expenses will be reimbursed after the convention. No expenses, including airfare will be reimbursed in advance of the convention.
- In order to be eligible for reimbursement, attendees must be designated as such by the PVS General Chair, must attend and report on convention workshops, meetings, etc. as assigned by the General Chair and attend the entire HOD meeting.
- Expense reports are due to the PVS Administrative Office no more than 30 days after conclusion of the convention. Requests for reimbursement received more than 30 days after conclusion of the convention will not be eligible for reimbursement.