

## **USA Swimming 2007-08 ConocoPhillips Reimbursement Policy**

ConocoPhillips Reimbursement is governed by the following policies and procedures:

1. Reimbursement is available to USA Swimming athletes competing in the USA Swimming/ConocoPhillips National Swimming Championships.
2. Eligibility Criteria
  - a. Applicants must be U.S citizens.
  - b. For the December 2007 USA Swimming Short Course Championships, the FINA World Top 100 list as of November 1, 2007 will be used.
  - c. For the 2008 summer Olympic Trials meet, times from the June 1, 2008 FINA World Top 25 will be integrated with the final FINA World Top 100 list for 2007. Eligibility will be determined from this integrated list.
3. Application Process
  - a. Forms will be available in the registration area and at the reimbursement desk at each of the respective meets. A downloadable form will also be available online on the USA Swimming web site.
  - b. Receipts or a copy of the ticket with the fare shown must be attached to the application form.
  - c. Swimmers not listed on the FINA World Top 100 but having achieved a time that earns them a place on the list may submit a time from the SWIMS database within the qualifying period for each meet to the reimbursement representative prior to the conclusion of the meet.
  - d. Applications, with required receipts attached, may be delivered to the reimbursement representative at the meet or mailed to the Reimbursement Chairperson prior to the deadline specified on the application form.

4. Reimbursement Schedule

	Travel Expense	Total Per Diem
1 <sup>st</sup> thru 8 <sup>th</sup> place	Super Saver Airfare	\$300.00
9 <sup>th</sup> thru 16 <sup>th</sup> place	Super Saver Airfare	\$200.00

The balance of the fund, allocation of reimbursement for rankings 1 thru 16 will be divided in equal shares and distributed as follows:

17 <sup>th</sup> thru 50 <sup>th</sup>	Two shares of remaining funds
51 <sup>st</sup> thru 100 <sup>th</sup>	One share of remaining funds

5. Reimbursement Procedure

- a. Checks for athlete reimbursement will be mailed directly to the swimmer's listed club unless other arrangements are made with the Reimbursement Chairperson. Checks for "unattached" athletes will be mailed directly to

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the address listed on the application form unless otherwise requested through the Reimbursement Chairperson.

- b. For athletes whose travel is by automobile, reimbursement will be made based on actual mileage at \$.42.5 per mile.