

USA Swimming 2008-09 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, USA Swimming Short Course Championships, USA Swimming World Championship Trials and the U.S Open Championships. Reimbursement can be awarded to those athletes who are ranked in the appropriate FINA World Top 100 listing.
2. Eligibility Criteria
 - a. Applicants must be U.S citizens and eligible to represent the United States of America in competition.
 - b. For the December 2008 USA Swimming Short Course Championships, the FINA World Top 100 list as of November 1, 2008 will be used.
 - c. For the 2009 summer World Championship Trials meet and U.S. Open, times from the June 1, 2009 FINA World Rankings will be integrated with the final FINA World Top 100 list for 2008. Eligibility will be determined from this integrated list.
 - d. For the December 2009 USA Swimming Short Course Championships, the FINA World Top 100 list as of November 1, 2009 will be used.
3. Application Process
 - a. Forms will be available in the registration area and at the reimbursement desk, when available, 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 airfare shown must be attached to the application form. **NOTE THAT AIRFARE REIMBURSEMENT IS ONLY APPLICABLE TO THOSE ATHLETES RANKED IN THE TOP 16 IN THE WORLD RANKINGS.**
 - 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. A time swum in the current meet that would have made the FINA World Top 100 does not qualify an athlete for reimbursement.
 - d. Applications, with required receipts attached, may be delivered to the reimbursement representative at the meet, if available, or mailed to the reimbursement representative prior to the deadline specified on the application form.

4. Reimbursement Schedule

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

11/3/2008

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

17 th thru 50 th	Two shares of remaining funds
51 st thru 100 th	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 representative. Checks for "unattached" athletes will be mailed directly to the address listed on the application form unless otherwise requested through the reimbursement representative.
- b. For athletes whose travel is by automobile, reimbursement will be made based on actual mileage at \$.50.5 per mile or the cost of a Super Saver Airfare, whichever is less.