

Coaches -

Please see the following guidelines for submitting travel assistance requests for athletes competing in the US Open Meet. Also, please see this [Expense Report template](#) you will need to complete when submitting expenses for your athletes attending the US Open Meet. This template is straightforward, simple and allows for the addition of rows if needed. Some guidelines are as follows:

- i. Open the [Expense Report Template](#)
 - ii. Please make sure to enter your Athlete's name to the right of the field titled **NAME** as well as the Event Name and dates in the field next to **PURPOSE**.
 - iii. Then simply move down the spreadsheet, entering specific **dates, descriptions** of expenses and enter the **amount** in the respective rows/columns.
 - iv. The spreadsheet will automatically total each row and each column. If you have questions, please call or email Ellen Colket (finance@pvswim.org or 301-606-0807).
 - v. When finished entering all information, **please save this file in the following format**: Event name_initial of first name + last name_mo+year of expense. An example would be **USOpen EColket Nov2020**.
- I. You **must** also include your [athlete's receipts](#) by either scanning them and saving to a file or taking a picture and also saving to a file. Please upload files (expense reports and receipt scans) via the Athletes' Certification - PVS Travel Assistance application [EmailMe form](#) at the bottom of the Travel Assistance Eligibility Policy section. This will go directly to Evan Stiles (Seniorchair@pvswim.org) as he is the approver for all athlete travel assistance requests.
- II. Please know that every submission for athlete travel assistance **must include both a completed expense report as well as receipts within 30 days of the completion of the US Open in order for the club to receive the travel assistance.** Please know that expenses greater than \$10 require receipts. Loose receipts without an Expense Report will not be accepted. If there is some extenuating circumstance preventing you from meeting these requirements, please contact Evan Stiles or Ellen Colket.
- III. **Travel Assistance Rules**
- The athlete must be a member of PVS for at least six months prior to the meet and must represent PVS at the meet for which they are requesting assistance.
 - The athlete must compete in at least four events in at least one PVS sanctioned meet between Sep. 1 and Aug. 31.
 - The athlete must compete in at least one individual event at the meet for which assistance is being requested.
 - Requests for travel assistance are due not later than thirty days after the competition or event for which travel assistance is being requested.
 - [Travel Assistance Forms](#) - Both forms must be completed – see links below. Contact the PVS Senior Chair with any questions.

[Coaches Application](#) [Athlete's Certification](#)

IV. Guidance for expenses allowable for submission:

2020 US Open Meet - Travel Assistance for PVS Athletes				
			Richmond	Greensboro
	Richmond	Greensboro	Meet Expenses - Estimate	Meet Expenses - Estimate
	Per day \$	Per day \$		
Lodging ¹	\$ 144	\$ 110	\$ 288	\$ 220
Meals & Incidentals ²	\$ 55	\$ 47	\$ 165	\$ 141
Personal Car (in lieu of airfare) @0.575/mi - average roundtrip mileage ³	259	652	\$ 149	\$ 375
Total Expenses (on average)			\$ 602	\$ 736
Max Travel Assistance with actual receipts	\$ 500	\$ 500	\$ 500	\$ 500

Maximum total allowed for meet. Receipts **MUST** be provided for reimbursement/travel assistance.

Notes
¹ Lodging costs per GSA guidelines. If two or more athletes share a room, this should be notated on the bill/receipt. Additionally, given the early finish on Saturday, a 3rd night for lodging is not included in the estimated costs.
² First and last day of meet meal allowance is estimated at 75% per GSA guidelines.
³ IRS standard mileage rate along with average roundtrip distance using Montgomery County as starting Point. If you choose to submit gas receipts, you cannot submit mileage. It's one or the other.