



Policy Area: Board Members	Subject: Expense reimbursement
Title of Policy: Travel Expense reimbursement at Championship events	Number:
Effective Date: 2015	Created by: Sonia Schina (Executive Director)
Approved Date: March 1, 2017 Revision Date:	Approved by: Director-at-Large (Rick Scammell) and 5 others

1. Rationale or background to policy:

Clarification of expense reimbursements for Board members attending Championship events with an associated Board Meeting (AGM at BC Outdoors, Budget Meeting at BC Indoors)

2. Guidelines:

When there is a Board meeting scheduled at the BC Indoors or BC Outdoors, it is prudent to engage the assistance of Board members to run the event. The Board member may be asked to assist with judging or administrative duties. Depending on the contribution of the Board member, either a full or partial amount of their expenses will be reimbursed. "Administrative" contribution shall be defined as actively assisting the host club to register athletes and compile scores for the medal presentations. Other duties may fall into the "administrative" classification if the contribution is deemed necessary to carry out the event. Board members are asked to be cost-conscious and carpool or share accommodation where possible.

3. Procedures:

The Board member shall submit an expense form along with all applicable receipts based on the following levels of contribution:

- Attendance at meeting only OR Attendance at meeting and judging/admin:
 - Transportation expenses, either:
 - Mileage allowance based on current per kilometre rate plus tolls and/or ferry charges (ferry receipts required), or
 - Airfare (economy class only and max 1 bag), airport parking, rental car (no larger than "Intermediate" class. SUV allowed if in Zone 7 or 8 during winter)
- Attendance at meeting only
 - Maximum one night's accommodation (hotel receipt required)
 - Meal allowance (per diem):
 - Venue within 400 kms from home, or when flying: max. 1 day per diem (1 per diem total, not 1 per diem each travel day. Based on a half-day travel each way)
 - Venue more than 400 kms from home: Maximum 2 days per diem
- Attendance at meeting AND Judging/Administration
 - Accommodation paid for duration of event including the meeting (hotel receipt required)
 - Meal allowance (per diem):
 - As above for travel days, and
 - for each day of the event, breakfast and dinner only (as lunch would be provided by the host club, per the Tournament Hosting agreement)