



Approved Date: January 2020 Revision Date:	Approved by: the Board of Directors
Effective Date: January 2020	Next Review Date: December 2020

Purpose

To provide an explanation of the amounts and process for general expense reimbursement.

Policy Statement

BC Archery will reimburse reasonable expenditures incurred during activities required to carry out business on behalf of the Association.

Policy Application and Procedures

1. Under normal circumstances, all expense claims shall be submitted in writing (on an Expense Form) and be accompanied by the related receipts. The VP-Finance or Executive Director may waive this requirement.
 - a. Submissions shall be made to the VP-Finance within thirty (30) days of the completion of the event/project/activity. Failure to abide by this timeline may jeopardize the financial process and the individual's expenses may be delayed or withheld.
2. In advance of incurring an expense, the expenditure shall be approved by the Director in charge of the related budget area / portfolio. Advance approval is not required in the case of budgeted projects and/or normal expenses incurred for the ongoing operation of the Association.
3. Travel reimbursement will be limited by the rates allowed, unless approval for additional funds is given by the Director responsible for the portfolio / budget area and/or by consensus of the Board of Directors. Reimbursement rates may be adjusted as deemed advisable by the Board of Directors. Expenses in excess of the rates set will be paid for by the traveller.
 - a. Directors submitting personal requests for excess expenses, as set out in 5. and 6. below, related to their own portfolio / budget area should obtain Board approval to avoid potential for conflict of interest
4. The VP-Finance and Executive Director shall reduce or delete amounts claimed if felt to be excessive or unwarranted, unless approval has been made according to item 2. or 3. above.
5. The Board, in accordance with accepted community standards, shall annually determine the rates at which travel expenses may be reimbursed
 - a. Per Diem: a daily maximum for meals, as well as maximum amounts for each meal in the case of partial days/allowances
 - b. Mileage: allowance may follow the per kilometre rate as set annually by the Canada Revenue Agency. The rate for towing a trailer may be set at 1.5X the CRA mileage rate.
 - c. Airfare: economy class and maximum 1 piece of checked luggage
 - d. Rental car: no larger than "Intermediate" class. "SUV" class is allowed for travel to Zone 7 or 8 in winter months.
 - e. Accommodation rates (reasonable: consider location and high/low season)
 - f. Receipts are required for all expenses listed above except Mileage (5.b.) and Per Diems (5.a.)
6. Travel reimbursements for events / functions shall be based on the following:
 - a. Within 100kms of home, and event duration of less than 4 hours
 - i. Mileage (based on 5.a.) and/or alternate transportation costs (receipt required)
 - ii. Associated parking (receipt required)
 - iii. No meal allowance, no accommodation

- b. Within 100kms of home, event duration more than 4 hours but less than 12 hours
 - i. Transportation: as in 6.a.i. and 6.a.ii.
 - ii. Per diems for the one or two meals based on the timing of the event
 - Cannot claim the meal if the event has lunch- or dinner-included
- c. Within 100kms of home, and multi-day event duration
 - i. Transportation: as in 6.a.i. and 6.a.ii.
 - ii. Per diems not to exceed more than 1 full day per diem for each day of the event (no “travel days”)
 - iii. Lesser of mileage to return home each evening or hotel accommodation
- d. More than 100kms from home but less than 400kms
 - i. Transportation
 - Mileage and ferry charges, OR
 - Airfare, airport parking, and rental car, plus return-trip mileage from home to the airport
 - ii. Hotel accommodation for one night
 - iii. Meal allowance: total of one day per diem (based on a half-day travel each way)
- e. More than 400kms from home
 - i. Transportation
 - Mileage and ferry charges, OR
 - Airfare, airport parking, and rental car, plus return-trip mileage from home to the airport
 - ii. Hotel accommodation for duration of event
 - iii. Meal allowance: daily per diem based on event duration plus maximum 2 travel days (based on 1 day travel each way)

Related Policies

Board Travel Expense Policy

Judge Travel Expense Policy

Award Recipient Expense Reimbursement Policy