

ROWING BC Expense Policy

Definitions

1. The following term has this meaning in this Policy
 - a) *"Individuals"*- Those employed by, or engaged in activities while representing Rowing BC including, but not limited to coaches, convenors, umpires, officials, volunteers, managers, administrators, committee members, and directors and officers of Rowing BC.

Purpose

2. This policy is intended to cover the repayment of expenses incurred while providing service to Rowing BC. Such expenses include travel, accommodation, meals, and out-of-pocket expenses. Rowing BC will reimburse such expenses, subject to the limits detailed in this policy.

Application

3. Advance authorization must be given to any individual who will be incurring expenses while providing services to Rowing British Columbia.
4. Reimbursement will be at the rates specified in this policy. These rates are subject to review by the Board of Directors on an annual basis.
5. All individuals and persons providing service to Rowing British Columbia will be reimbursed at the same rates.

REIMBURSEMENT

6. Reimbursement of expenses will be done following submission of an expense claim form with the required original receipts attached.
7. Expenses must be claimed within thirty days of the final date covered by the claim.
8. As a general rule, no cash advances will be provided. If there is a need for a cash advance, a request must be made to the Executive Director for approval of the advance.
9. Reimbursements will be made by cheque.

TRAVEL

10. Air travel is to be arranged sufficiently in advance to take advantage of maximum discount fares. Air travel is to be booked through the Rowing BC office whenever possible. Air travel including fares and itineraries is to be approved in advance by the Executive Director. In no circumstance will fares above the economy fare be reimbursed.
11. Car travel will be reimbursed at the mileage rates specified in this policy. Individuals are expected to carpool when possible. Mileage reimbursed will not include distances travelled via ferry. Mileage below 50 km (return travel) will not be reimbursed.
12. Car rentals will be reimbursed when authorized. Reimbursement for cars will be through an authorized agency at the most economical rate possible.
13. Ferry travel will be reimbursed. Individuals are expected to travel as foot-passengers when possible. When a car is taken on the ferry, only the standard car-and-driver rate will be reimbursed. Advance booking fees will be reimbursed when required by the nature and purpose of the travel.

ACCOMODATION

14. Individuals are encouraged to stay with friends or event organizers when possible. If this is not possible, authorized accommodation costs will be reimbursed.
15. Accommodation will be reimbursed based on single occupancy for the Rowing BC President, Executive Director, Provincial Coach, and persons acting as the Chief Umpire of sanctioned regattas.
16. All other accommodation will be reimbursed based on double occupancy.

MEALS

17. Meal costs will be reimbursed at the rates specified in this policy. Receipts are not required. Reimbursement will be provided based on the specific meals required. Individuals will not be reimbursed where meals are provided as part of an event or when meals are included in the accommodation rate.

INCIDENTAL EXPENSES

19. Actual and reasonable expenses for items such as parking, telephones and copying are to be reimbursed. Receipts must be provided for all such expenses.

20. Other expenses will be subject to approval by the Executive Director.

EXCEPTIONS

Rowing British Columbia will not reimburse for costs above the specified rates without prior approval by the Executive Director.

Expense Reimbursement Rates

Expense	Rate	Notes
Travel – Mileage up to 50 km return travel	Nil	
Travel – Mileage over 50 km return travel, to a maximum of 300 km.	\$0.50 per kilometer	Not including ferry distances
Travel – Mileage over 300 km return travel	\$0.30 per kilometer	Not including ferry distances
Travel- Vehicle rental	Most economical	Prior approval by ED Receipt required
Travel – Air	Lowest economy	Prior approval by ED Receipt required
Travel – Ferry	Actual cost	Receipt required
Travel – Ferry booking fee	Actual cost	Receipt required Only when necessary
Breakfast	\$11.00	Receipts not required
Lunch	\$14.00	Receipts not required
Dinner	\$23.00	Receipts not required
Accommodation	Double occupancy	All personnel unless specified Receipt required
Accommodation	Single occupancy	Rowing BC President Rowing BC Executive Director Rowing BC Provincial Coach Rowing BC Chief Umpires
Incidental expenses	Actual cost	Receipt required