



## **ROWING BRITISH COLUMBIA**

### **Expense Reimbursement Policy**

Policy Title	Expense Reimbursement Policy
Effective Date	May 4, 2022
Date Last Reviewed	May 4, 2022
Scheduled Review Date	May 2024
Replaces and/or Amends	Rowing BC Expense Policy (2017)
Approved By and Date	Rowing BC Board of Directors, May 4, 2022
Appendices to the Policy	Appendix A – Expense Reimbursement Rates



## **ROWING BC Expense Reimbursement Policy**

### **Definitions**

1. The following term has this meaning in this Policy
  - a) *"Individuals"*- Those employed by or engaged in activities while representing Rowing British Columbia including, but not limited to coaches, convenors, umpires, officials, volunteers, contractors, 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 by the Executive Director must be given to any individual who will be incurring expenses while providing services to Rowing BC.
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 providing service to Rowing BC will be reimbursed at the same rates.

### **REIMBURSEMENT**

6. Reimbursement of expenses will occur following submission of a Rowing BC expense claim form with the required receipts attached electronically or via hard copy.
7. Expenses must be claimed within thirty (30) days of the final date covered by the claim.
8. As a general rule, cash advances are not provided. Should a cash advance be required, prior approval must be obtained in writing from the Executive Director.
9. Reimbursements are primarily made by EFT (electronic funds transfer/direct deposit) or by cheque, when required.

### **TRAVEL**

10. Air travel is to be arranged sufficiently in advance (minimum of two (2) weeks) 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. Personal vehicle 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 50km (return travel) will not be reimbursed. Mileage calculations should be determined based on the shortest route available. Travel in excess of 1500km requires prior approval by the Executive Director.
12. Rental vehicles will be reimbursed when authorized and bookings must be made 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 vehicle is taken on the ferry, only the standard vehicle-and-driver rate will be reimbursed unless passengers are carpooling to the event to reduce costs. Advance booking fees will be reimbursed when required based on the nature and purpose of the travel.

#### **ACCOMMODATION**

14. Individuals are encouraged to stay with friends or event organizers when possible and stays in personal accommodation will be reimbursed at the rate specified in this policy. Should this not be a viable option, authorized accommodation costs will be reimbursed based on occupancy guidelines.
15. Accommodation will be reimbursed based on single occupancy for the Rowing BC President, Executive Director, Directors (staff), 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**

18. Actual and reasonable expenses for items such as parking, cellular phones and photocopying are to be reimbursed. Receipts must be provided for all such expenses.
19. Other incidental expenses will be subject to approval by the Executive Director.

#### **EXCEPTIONS**

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



## Appendix 1: Expense Reimbursement Rates

EXPENSE	RATE	NOTES
Travel – Mileage up to 50km return travel	Nil	N/A
Travel – Mileage over 50km to a maximum of 300km return travel	\$0.50 per kilometer	Personal vehicles, mileage not including ferry distances
Travel – Mileage over 300km to a maximum of 1500km return travel may require a rental vehicle	Whichever is the most economical	Prior approval by ED, if a rental vehicle is used a receipt is required
Travel – Mileage over 1500km return travel may require a rental vehicle or air travel	Whichever is the most economical	Prior approval by ED, if a rental vehicle or air travel is used a receipt is 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
Personal Accommodation (Friends/Family/LOC's)	\$20.00/overnight stay	Receipts not required
Accommodation	Double occupancy	All individuals unless specified Receipt required
Accommodation	Single occupancy	Rowing BC President Rowing BC Executive Director Rowing BC Directors (staff) Rowing BC Provincial Coach Rowing BC Chief Umpires
Incidental Expenses	Actual cost	Prior approval by ED Receipt required