



Travel and Expense Policy

The KW Sertoma Speed Skating Club has established criteria for reimbursement of expenses, including travel. Criteria are outlined below for coaches, skaters, meet officials and general club purchases by any member.

General Travel Expense

Board members, coaches or meet officials who travel for any meeting or event where they:

- a) represent on behalf of the KW Sertoma Speed Skating Club (e.g. annual general meetings, symposiums, meets), and
- b) travel greater than 130 km from the town of residency to the meeting or event

will be reimbursed at a pre-approved vehicle mileage rate of \$0.40/km, or for the cost of travel tickets purchased to attend the meeting or event.

Coaches

In addition to general travel expense, the KW Sertoma Speed Skating Club will:

- reimburse the pre-approved expenses listed below, to accommodate up to two coaches per meet.
- require expenses to be paid initially by the coach and reimburse those expenses by club cheque upon receipt of itemized invoice(s).

The Club will not be obligated to send a coach to every meet that has a club skater or skaters. Additional pre-approved expenses are:

- a) Hotel accommodations:
 - 1 night for out of town meets that are 1 day and further than 130 km from town of residency of the coach
 - 2 nights for out of town meets that are 2 days and further than 130 km from town of residency of the coach
- b) Meals:
 - For a 1 day meet - no meals are reimbursable, unless the meet is further than 130 km from the town of residency of the coach. In which case 1 dinner (without alcohol) is reimbursable; to a limit of \$30.
 - For a 2 day meet - 2 dinners (without alcohol) are reimbursable if the meet is further than 130 km from the town of residency of the coach; to a limit of \$30 per meal.

c) Other:

- The Club will pay the coaches' registration fee to coaching clinics. The Club will annually pre-approve the number of coaches that will attend these clinics, with an expectation from those coaches that they will commit to coach at the club for a minimum of 2 years after the clinics are paid for. Coaches who do not fulfill this 2 year commitment will be expected to reimburse the Club for 50% of the cost of the clinics.
- The Club will support coverage of coaches' National meet expenses. The Club will annually review the reimbursement amounts based on the meets the coach(es) attended for the year.

National Level Club Skaters

The KW Sertoma Speed Skating Club will:

- provide each skater with an amount of \$400 per skater per meet as a reimbursement of travel and meet expenses incurred to represent our club at National level meets.
- provide an out of province club skater who skates at a National Training Centre a one-time amount of \$2,000 to reimburse program training expenses.
- consider any request from a skater wishing to seek additional financial support by the club attending national level meets so costs are not a barrier to participation.

Meet Officials

The KW Sertoma Speed Skating Club will:

- provide funds for official upgrading for all levels.
- pay registration fees for any club official who attends events representing our club as a meet official (e.g. officials symposiums, conferences, etc).

Club Purchases

The KW Sertoma Speed Skating Club will:

- require approval by the Board of Directors **before** the purchase is made **for non-routine purchases exceeding \$50.**
- reimburse the cost of the **approved purchase** by club cheque upon receiving an itemized receipt.

All requests outside of pre-approved expenses for mileage and coaching must be presented to and discussed by the Board of Directors pending any approval, and the Board reserves the right to accept or deny any request. Payment of an expense by a member does not automatically mean the club will reimburse the expenditure.