



TRAVEL AND EXPENSE POLICY

Purpose:

1. The purpose of this policy is to establish criteria for the reimbursement of expenses.

General Travel Expenses:

2. Board members, coaches or meet officials who travel for any meeting or event where they
 - a) represent on behalf of the club (e.g. annual general meetings, symposiums and meets but excluding practices), and
 - b) travel greater than 50 km from the town of residency to the meeting or event

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

Coaches:

3. In addition to general travel expenses, KWSSSC will reimburse the pre-approved expenses listed below, to accommodate up to two coaches per meet.
4. KWSSSC will not be obligated to send a coach to every meet that has a club skater(s).
5. KWSSSC requires expenses to be paid initially by the coach and will reimburse those expenses by club cheque upon receipt of itemized invoice(s).
6. Pre-Approved Expenses are:
 - a) Hotel Accommodations:
 - 1 night for out of town meets that are 1 day and further than 100 km from the town of residency of the coach
 - 2 nights for out of town meets that are 2 days and further than 100 km from the town of residency of the coach
 - b) Meals:
 - For a 1 day meet, no meals are reimbursable unless the meet is further than 100 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 100 km from the town of residency of the coach, to a limit of \$30 per meal.
 - c) Other:
 - KWSSSC will pay the coaches' registration fee for 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 KWSSSC for 50% of the cost of the clinics.
- KWSSSC 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.

Meet Officials:

7. KWSSSC will provide funds for official upgrading for all levels.
8. KWSSSC will pay registration fees for any club official who attends events representing our club as a meet official (eg. Officials symposiums, conferences etc.)

Club Purchases:

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

Other:

11. 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.
12. Payment of an expense by a member does not automatically mean the club will reimburse the expenditure.

Review

13. This policy will be reviewed annually, or as decided by the KWSSSC Board of Directors.

Approval

14. This policy was approved by the KWSSSC Board of Directors on December 12, 2017.