

Bobsleigh CANADA Skeleton

Travel Expense Policy

Preamble

Bobsleigh CANADA Skeleton (BCS) shall reimburse any employee/volunteer for all reasonable business expenses incurred in the execution of his/her work, or while traveling on BCS business.

Throughout this policy the term 'individual' means both employees and volunteers.

All reimbursements are made in Canadian dollars regardless of which currency was used to pay expenses when traveling outside Canada on BCS business.

POLICY

1. TRAVEL

Employees/ volunteers are reimbursed for travel based on the most direct, practical and cost effective route and mode of transportation to reach the destination.

2. AIR TRAVEL

All air arrangements shall be made at the most economical rates available at the time of booking.

3. USE OF PERSONAL VEHICLE

When use of a private motor vehicle is permitted, the BCS will refund \$0.36 per kilometer. The cost of insurance coverage and all other operating expenses are the individual's responsibility. Reimbursement of personal car use shall not exceed the equivalent of the most economical fare.

Employees/ volunteers may claim parking charges up to \$10.00 without receipt: over \$10.00 with receipt, while using their personal vehicle on BCS business.

4. OTHER MOTOR VEHICLE TRAVEL

While traveling on BCS business, rental vehicles shall be used only when other alternatives would be more expensive.

Rental contracts shall be written in the name of Bobsleigh CANADA Skeleton and the Collision Damage Waiver option taken. Individuals driving a rental vehicle shall exercise the same care as they would exercise in driving their own vehicle.

Employees/ volunteers may claim parking charges up to \$10.00 without receipt: over \$10.00 with receipt, while on BCS business.

Such expense shall be reimbursable upon submission of the contract and receipt.

With receipts, employees/ volunteers may claim taxi and limousine fares over \$10.00, long distance bus and rail fares, excess baggage charges where extra equipment is required because of duties being performed, BCS related telephone calls and electronic communication charges.

5. TRAFFIC VIOLATIONS

The cost of traffic violations (including parking tickets) incurred in a motor vehicle while traveling on BCS business is ***not reimbursable***.

6. ACCOMMODATION

With receipts, employees/ volunteers traveling on BCS business may claim the actual cost of the room and applicable taxes.

7. MEALS

The following domestic guidelines are not to be exceeded.

Breakfast	\$12.50/person
Lunch	\$18.00/person
Dinner	\$30.00/person

Meals shall be reimbursed only with a receipt and only when meals are not otherwise provided by the BCS. Where meals for two or more individuals are included on one receipt, the names of each individual must be clearly indicated on the receipt.

8. OTHER EXPENSES

With receipts

- ◆ Laundry: Reasonable laundry and dry cleaning expenses may be claimed;
- ◆ Personal phone calls: Personal phone calls to spouse or family are permitted however every effort should be made to keep such calls to a reasonable frequency and duration. Personal phone calls must be receipted;
- ◆ Cost of travel medical insurance purchased for BCS business outside of Canada;
- ◆ Cost of purchasing traveler's cheques for business related expenses outside of Alberta/ Canada;
- ◆ Cost of medical attention and/or hospitalization when traveling on BCS business outside of Canada, in excess of Alberta Health Care Insurance and any purchased travel medical insurance.

9. ADVANCES

All requests for advances shall be submitted by way of an approved Cheque Requisition addressed to the Managing Director at least two weeks prior to the trip or event. In the case of the Managing Director, the Vice President Finance is to be advised.

The advance must not exceed the total budget for the trip or event, less airfare and accommodation.

Settlement of an advance is to be made by way of an expense report, supported by receipts and/or the return of unused funds ***within ten (10) working days*** of the completion of the trip or event. Failure to do so will result in a demand for immediate and full repayment.

10. TRAVEL INSURANCE

BCS employees/ volunteers and Team Members are insured by BCS while traveling on BCS business.

11. EXPENSE REPORT

Expenses are to be accounted for on an expense report claim form and are to be submitted within thirty (30) days of the trip or day of which the expenses occurred. Expenses will not be reimbursed unless submitted within thirty (30) days of the calendar year in which the expenses were incurred.

All claims must be accompanied by the required documentation and receipts.
Please note that credit card slips are not receipts.

BCS Expense Report Claim Forms are available in electronic format (Excel) or hard copy and may be obtained by contacting the BCS Managing Director..

12. EXCEPTIONS

Exceptions to this policy must be approved, in advance, by the BCS Managing Director or the Vice President Finance.

Approved _____

