

Whistler Adaptive Sports Program

POLICY: EXPENSE REIMBURSEMENT
TYPE: FINANCIAL, BOARD STAFF AND APPROVED VOLUNTEERS
APPROVED BY: Board of Directors
DATE: Jan. 16, 2006, Amended May 29, 2006, Second amendment
June 12, 2019

POLICY:

Directors, staff and volunteers with prior authorization of the Executive Director will be reimbursed for out of pocket expenses incurred while performing duties on behalf of the Whistler Adaptive Sports Program.

PROCEDURES:

Claims are to be submitted on approved forms, with original receipts attached.
The following guidelines apply:

Travel Expenses:

Only Pre-approved travel by the Board of Directors will be reimbursed. Expenses will be reimbursed based on the least expensive and most practical travel mode available. Actual fares paid for airline, train, bus and ferry transportation will be reimbursed when pre-approved. Automobile travel will be reimbursed at current government rate. Car pooling is encouraged. Where free transportation is available (e.g., courtesy buses from airport to hotels), it should be used. Cost of taxis will be reimbursed for travel related to the meeting.

Accommodation:

When staying at a hotel during an authorized Association event, the government rate should be requested. Directors, staff and volunteers are advised that there are specific hotels with which the Association has an account, and are asked to consult with the Executive Director prior to arranging hotel accommodation. If staying with friends or relatives, a claim may be made for gifts or special expenses related to such billeting, but directors staying elsewhere should not pay more than the amount charged at the Association's designated hotels. Receipts must accompany any claim related to accommodation.

Meals:

The cost of meals not provided by the Whistler Adaptive Sports Program will be reimbursed at the time of designated, pre-approved travel by the Board of Directors and the Executive Director. Whenever possible, claimants should provide receipts for meals with their expense claims. The maximum reimbursement for each meal is as follows:

Breakfast:	\$12.00
Lunch	\$12.00
Dinner:	\$25.00

Notwithstanding the maximums for individual meals, the maximum daily meal allowance is \$49.00.

Miscellaneous:

For any Expense incurred on behalf of WASP, all must be pre-approved with the exception of purchases made by the Executive Director. The board shall approve all un-budgeted expenses greater than \$1,000.

HONORARIUMS:

Honorariums will be used to offset the time and cost of a specialized speaker, trainer or volunteer who provides a service to WASP. The honorarium would be given to persons who have been approved by either the Board of Directors or the Executive Director and who are participating in preapproved events. An honorarium of \$100/day would be provided for services rendered. Travel expenses at current government rate would be considered and authorized by the Board of Directors or the Executive Director on a case by case basis.

GUIDELINES FOR REIMBURSEMENT OF STAFF EXPENSES

Meal Reimbursement

Staff may be reimbursed for meals under the following circumstances

- (1) When specifically authorized by the Executive Director to offer a meal at the expense of WASP to a colleague or associate, in the carrying out of WASP business.
- (2) When traveling out of the Greater Vancouver/SEA TO SKY CORRIDOR area on WASP business during the time when the meal would ordinarily be consumed.
- (3) At an event outside the Greater Vancouver/SEA TO SKY CORRIDOR area for which attendance on behalf of WASP has been authorized and a particular meal has not been provided. If the staff person can reasonably return to the Greater Vancouver area for the time of the meal, the expense will not be authorized.
- (4) Other meals that have been specifically authorized in advance by the Executive Director, or Board of Directors.

The rate of reimbursement for meals is the same as that for volunteers and Directors on the Board. (see previous policy)

Local Travel

Local Travel means travel by the employee's own automobile or public transit within the Greater Vancouver Regional District/Sea to Sky Corridor.

Pre-approved volunteers, Staff and Directors may be reimbursed for local travel under the following circumstances

- (1) When travel is necessary in conducting WASP business, for example attending meetings, assisting with WASP Clinics or other WASP sponsored events, banking or shopping for supplies or materials for WASP's use or consumption.
- (2) When travel is necessary to attend a course or training program that the employee is attending at the request of WASP. If the course or training program is being taken at the employee's own initiative, even if WASP is paying the tuition, travel costs are not reimbursed.

