



Travel & Expense Reimbursement Policy

Summary

This document defines Durham Dragon Athletics' expense reimbursement policy, including the reimbursement of individuals for the basic costs incurred in the course of Durham Dragon Athletics club business.

This policy is designed to accomplish the following key points:

- Ensure a clear and consistent understanding of policies for club expenditures.
- Ensure individuals are reimbursed for legitimate expenditures.

Scope

This policy applies to all individuals whose expenses are being reimbursed by Durham Dragon Athletics, including volunteer coaches and others who are engaging in pre-authorized club activities.

Policy review

Durham Dragons Athletics board members will review this policy on an annual basis.

Policy

Club business expenses

The Durham Dragons will reimburse authorized and reasonable expenses incurred for the purposes of meeting the objectives of the club.

The Durham Dragons may at its sole discretion refuse to reimburse expenses if they are either unauthorized or unreasonable in nature or amount. Expenses not generally reimbursable include:

- costs associated with personal cell phone devices that may be used to support club business (unless otherwise approved by the treasurer and Board of Directors)
- expenses associated with having a valid passport for traveling outside Canada
- expenses for the loss or theft of personal items or valuables while engaging in Durham Dragons Athletics activities
- personal travel insurance
- costs above \$1000 that have not been pre-approved by the Durham Dragons Athletics' treasurer



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Additional exclusions may be added, and other directives of the club may provide additional clarity as to the type of allowable reimbursement of expenses.

While this policy contains suggested expense limits related to specific costs, judgment should always be used when incurring expenses on behalf of Durham Dragons Athletics and when assessing the appropriate use of membership, grant, and sponsorship dollars.

The guidelines outlined in this policy apply to all Durham Dragons Athletics' expenses regardless of methods of payment (ie. expense claim, corporate credit card, accounts payable, etc.). Exceptions to the guidelines must be reviewed on a case-by-case basis and require approval of the Durham Dragons Athletics' Treasurer.

Accommodation

- *Hotel selection and reservation:* Reservations should always be made in such a manner as to secure the best available rate. Standard accommodation is a single room with a private bath in a business class hotel. The hotel should therefore be chosen with due regard to cost and location.
- *Hotel Rooms Upgrades:* Travelers may upgrade to a higher level of suite or executive floor room without pre-approval if the upgrade is at no additional cost to Durham Dragons Athletics.
- *Hotel Cancellation Procedures:* It is the traveler's responsibility to notify the hotel directly of any hotel cancellation as soon as possible. Failure to comply will result in the traveler being accountable for any charges. A cancellation number must be requested and recorded.
- *Alternate Accommodation:* When a traveler can stay with a friend or relative and if doing so will reduce the overall cost to the club, expenses incurred to extend appreciation to friends or relatives for their hospitality will be reimbursed to a maximum of \$50 per day. Receipts are not required.

Meals

Durham Dragons will provide for reasonable meal expenses while traveling on pre-approved club related activities. The per diem per day will be \$25 for single day travel or \$50 per day when staying overnight.



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Travel

Durham Dragons Athletics will accept travel expenses from volunteer coaches while on authorized club activities. The selection of the mode of transportation is based on cost, duration, rescheduling flexibility, convenience, safety, and practicality.

Changing and or canceling travel

In most cases, if a traveler must change or cancel a trip, the cost can be used as a credit towards future travel. However, because this usually incurs a service charge, changes should be avoided. Where changes are unavoidable, travelers are responsible for changing and/or canceling all travel arrangements.

Air travel

- **General:** Air travel reservations should use all reasonable efforts to get the lowest possible fare subject to itineraries. Bookings should be made as far in advance as possible. Volunteer coaches and/or pre-approved designated individuals are strongly encouraged to book tickets a minimum of three weeks in advance, wherever possible, to take advantage of the lowest rates possible. When choosing between routes, the lowest fare route should be selected that:
 - Requires no more than one stop each way of a round trip
 - Does not increase the one-way total elapsed trip time (origin to destination) by more than 3 hours

In the case of a large number of individuals attending an event, there may be significant rate reductions when group travel arrangements are made. Group travel arrangements are encouraged wherever possible.

- **Upgrades for air travel:** Upgrades for air travel are not reimbursable. If a volunteer coach and/or pre-approved designated individual wishes to upgrade, it is done at the traveler's expense. Durham Dragons Athletics will not reimburse travelers for additional airline ancillary fees including, but not limited to meals, lounge passes, etc.
- **Airline fees:** The following Airline fees are a reimbursable expense:
 - Seat booking fees
 - Standard luggage fees
 - Where appropriate, special fees (e.g. oversized, fragile) for Durham Dragons Athletics' property only
- **Stopovers related to non-club business:** Travelers on Durham Dragon Athletics related business that choose to make a stop for non-club related business may make travel arrangements and a portion of the flight is the responsibility of the traveler. Durham Dragon Athletics will only reimburse the traveler for the cost of the lowest return fare from the traveler's home and documentation of which must be received at the time of purchasing the full travel ticket.



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- **Travel responsibilities:** Travelers are responsible for ensuring that they take appropriate actions to ensure that they follow standard travel procedures. This would include but not be limited to following check-in times, requirements for boarding requirements, lost luggage, etc. Fees related to these actions will not be reimbursed.

Rail Travel

The Durham Dragon Athletics standard for VIA rail travel is economy class. Volunteer coaches and/or pre-approved designated individuals should use all reasonable efforts to get the lowest possible fare appropriate to the itineraries and bookings shall be made as far in advance as possible. It is strongly encouraged that VIA rail bookings be made 4-7 days prior to the planned departure to take advantage of the best rates possible.

Vehicle Travel

- **Booking & Use of Rental Vehicles:** Booking and use of rental vehicles must be pre-approved by the board treasurer. The use of a rental car is justified only when it is more economical than the local ground transportation alternative, taking safety and travel time into consideration. "Economy" is the standard size of rental vehicle for club travel unless otherwise authorized for reasons such as safety, number of travelers, or the specific needs of a traveler (e.g. team transportation to/from venue or location).
- **Rental car cancellation procedures:** It is the traveler's responsibility to notify the car rental agency directly of any car rental cancellation as soon as possible. Failure to comply will result in any charges being passed on to the volunteer coaches and/or pre-approved designated individuals. A cancellation number must be requested and recorded.
- **Refueling rental vehicle prior to return:** The rental vehicle must be returned with a full tank of gas to avoid refueling fees by the car rental company. Fuel charges may be reimbursed through the expense reimbursement policy and form. The fill up option offered by some rental companies will not be reimbursed and can be avoided by returning the vehicle with a full tank of gas.
- **Vehicle rental insurance:** Vehicle rental reservations and payments should only be made via credit card that includes vehicle rental insurance it will provide adequate collision and liability coverage. If this is not possible, volunteer coaches and/or pre-approved designated individuals should accept optional insurance charges offered by the car rental company.
- **Rental vehicle accidents:** Should an accident occur while driving a rental vehicle, Volunteer coaches and/or pre-approved designated individuals should notify local authorities as required, the rental company and the board treasurer.



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The traveler is required to obtain and keep a copy of the accident report. The insurance company and rental agency requires a written accident report and police report. In addition, the insurance company requires the final rental invoice, which includes the costs related to the accident. It is the volunteer coaches and/or pre-approved designated individuals responsibility to obtain these reports.

- **Personal Vehicle:** Use of personal vehicles for Durham Dragons Athletics related travel will be reimbursed at a rate of 0.33 cents per kilometer, inclusive of gas (aligned with Athletics Ontario reimbursement rate). Reimbursement rates are linked to the treasury board's provincial reimbursement rate and the reimbursement rates will be reviewed annually to determine if any adjustments are required. Receipts are required for this allowance and the traveler will need to provide justification of mileage (e.g. Google map, etc.).

No other expenses associated with the use of personal vehicles for club related travel (e.g. fuel purchases, parking fines, traffic tickets, insurance premiums, deductibles, maintenance and repair costs) may be claimed for reimbursement. It is the responsibility of the vehicle owner to carry adequate insurance coverage for their own protection and that of any passengers.

Parking, Toll, Bus, Taxi and Car Service

Bridge, ferry, highway tolls, parking fees, bus & subway tickets paid while on business with Durham Dragon Athletics are allowable travel expenses. Toll highways should be avoided wherever possible.

Taxi, car services (like Uber and Lyft), charges are allowable travel expenses and original receipts, including tip amount, must be submitted.

Reimbursement Procedure

All expenses for reimbursement must be submitted via the electronic expense reimbursement form and include photo or PDF copies of all receipts. All expenses must be submitted for reimbursement within the fiscal calendar year they are incurred.