

POLICY

DC-POL-21-Board Member Travel Policy

Original Date: **May 10, 2020**

Reviewed/Last Modified Date:

Approved By:

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DEFINITIONS

Traveler - Approved board member who will incur travel expenses to attend pre-approved events.

BACKGROUND

It is important that a member of the Dodgeball Canada Board attends specific events throughout the year to promote and advance the organization. Each pre-approved event will be determined by the Board when it submits its annual budget. Additional events outside of the budget will require Board approval.

PURPOSE

As a non-profit organization, stewardship of Dodgeball Canada (DC) resources is essential. Our policy is to reimburse individuals for approved, reasonable, proper and necessary travel expenses incurred in conjunction with activities pre-approved by the Board of Directors.

1. Travel:

Air Travel: DC will reimburse for travel that has been included as part of the annual budget and has been approved by the Board of Directors. Air travel reservations will be made 30 days in advance of departure date to take advantage of reduced fares. Travelers will use the most direct and economical means of air travel available. DC will only reimburse for economy class flights. Any flight upgrades are to be paid out of the traveler's own funds and will not be reimbursed. All air travel received by the traveler must be submitted with the expense report.

If advance approval has been obtained, a traveler may use surface transportation (rail, bus, etc) for personal reasons even though air travel is the appropriate mode of transportation. Such costs shall not exceed the cost of airfare, based on the lower of the regular coach fare available for the location of travel from a standard commercial air carrier.

Use of personal vehicles - mileage reimbursement. Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation, or if it saves time. DC will reimburse for use of personal vehicles at the rate of \$0.30 per kilometer. To receive reimbursement, traveler must submit a detailed report containing the number of kilometers traveled, departure and arrival location for each trip, and purpose of trip.

Automobile rental. Automobiles may be rented only when the cost advantages are clearly justified (i.e. the cost of the rental car would be less than using taxis, significant amounts of DC supplies are to be transported, etc.). Travelers are expected to use one of the lower cost (economy) car rental firms. (Free upgrades allowed). All rental car receipts and fuel received by the traveler must be submitted with the expense report.

Other ground transportation. When other forms of ground transportation (including transfers and transportation to and from the airport) are used, receipts must be submitted for reimbursement. Requests should include details on the point of departure and point of arrival for each trip for which reimbursement is requested.

2. Lodging:

Accommodations that meet business and personal needs, and offer good value must be utilized. Lodging is economy class with a standard of two to a room if there are multiple travelers. Those wishing a single room (or to share a room with a companion traveler therefore displacing another budgeted DC traveler) will be required to reimburse DC for 1/2 the actual room costs. The additional cost of room upgrades (e.g.; suite, executive floor, room with a view, etc) is not reimbursable. All lodging receipts received by the traveler must be submitted with the expense report.

3. Meals:

Reimbursement for meals may be requested in those cases where meals costs are not already included as part of the accommodation expense. Receipts for meals must be submitted with the traveler's expense report. DC will cover meals but will not cover the cost of alcoholic beverages. Total meal cost per day cannot exceed \$50 which includes tax and tip. Any amount in excess will be covered by the traveler.

4. Request for Reimbursement/Activity Reporting:

Timeline. All requests for reimbursement for DC Travel must be submitted within sixty (60) days of the conclusion of the event attended. Any request submitted after sixty days may be declined and shall require approval by DC Board of Directors. Payment will be made through electronic transfer or cheque within sixty (60) days upon receipt of the expense form and supporting documents.

Use of Expense form and inclusion of original receipts. Requests must be submitted using the DC Expense Form and must be accompanied by original receipts for all activities for which reimbursement is sought. Electronic (scanned) copies of the receipts are preferred. In the event that it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the traveler must furnish a written statement to that effect, as well as an explanation of the expenditure involved.

All expenses, including travel, accommodations and meals will be reimbursed by Dodgeball Canada at a rate of 50% of the total cost, as long as they fall within the parameters described above.

5. Policy Review Period

This policy was reviewed and approved on May 12, 2020. The policy is to be reviewed by the Board every two years.