



## Expense Reimbursement

### Purpose:

To establish the reimbursement of expenses incurred by coaches and official representatives of the Northumberland Aquatic Club when conducting business of the Club.

### Policy:

#### Meals

Reimbursements for meal expenses incurred is subject to the maximum rates set out in the chart below. These rates include taxes and gratuities. Alcohol cannot be claimed and will not be reimbursed as part of a travel or meal expense.

Breakfast	\$10.00
Lunch	\$15.00
Supper	\$25.00

#### Travel

Travel expenses (e.g. air, train, bus, public transit, etc) will be reimbursed at the actual fare costs provided all travel is done at the economy class rate and individuals take advantage of advance booking rates, excursion fares and other discounts offered. Public transit will be reimbursed at the transit system's posted rates. When a personal vehicle is used mileage will be reimbursed at \$0.45 per kilometer.

#### Accommodations

Reimbursement for hotel accommodations is available only if:

- a) the individual is staying overnight more than 40 km from the individual's residence, or
- b) either the individual has Club business on two or more consecutive days or the time necessary to travel to and from the event makes it impractical for the individual to travel on the day of the event.

Hotel accommodations must be at the lowest rate possible and do not include incidental personal charges such as personal telephone calls, movies, laundry, purchases, etc.

All expenses shall be recorded on forms established by the Treasurer are subject to approval by a representative of the Board and must be submitted within 30 days of the event.

All expense claims must be accompanied with original receipts.