



POLICY NO: 6
TITLE: Employee Reimbursement Policy Approval Date: May 6, 2019

POLICY STATEMENT

This policy is designed to assist employees in reporting expenses incurred while conducting Grande Prairie Regional Sport Connection business activities.

Grande Prairie Regional Sport Connection expects employees to act responsibly and professionally when incurring and submitting costs. The organization will reimburse employees for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips up to 20%, telephone, and purchases made on behalf of the organization.

Grande Prairie Regional Sport Connection does not pay for local travel to and from the office. If employees use their vehicles for business travel, mileage and appropriate parking fees will be reimbursed. Grande Prairie Regional Sport Connection will not be responsible for fuel, maintenance, traffic or parking violations.

6.1 General guidelines

Grande Prairie Regional Sport Connection requires original receipts for reimbursement of all expenses. These expenses include:

- a) Itinerary and receipts
- b) Credit card/Debit card receipts
- c) Detailed merchant receipts

Receipts must be accompanied by a summary which outlines:

- d) The nature of the expense
- e) The name and titles of the individuals involved
- f) The purpose for the expenses

6.2 Expense summaries must be submitted with receipts and approved by the Executive Director.

6.3 All expenses and summaries must be submitted within 30 days for payment.

6.4 Executive Director approves receipts to Board Designate for HR matters (Vice President)

6.5 Travel guidelines

- a) Employees should take the most economical mode of transportation unless pre-approved.
- b) Employees should fly with the lowest available airfare for non-stop travel excluding pre-pay.

- c) Employees will be reimbursed for the fuel costs associated with renting a vehicle (excluding pre-pay).
- d) Employees should purchase full insurance coverage through the rental company.
- e) Employees are expected to rent the most economical vehicle appropriate for the weather conditions.
- f) Taxi fares and parking fees are allowable expenses. A receipt is required for taxi fares and parking fees. Tolls for roads, bridges and tunnels as well as parking at parking meters are allowable. No receipt is required.
- g) Mileage when using one's own vehicle will be reimbursed at \$0.58 per km, covering gas and wear and tear on the vehicle. Passengers may not claim a mileage allowance. Names of passengers must be shown on the claim. Grande Prairie Regional Sport Connection does not assume responsibility for any damage to the automobile when used for business travel. Members should establish with their insurance agent whether it is advisable to take out supplementary business insurance for such trips. Commuting costs between the residence and place of employment or between two places of employment will not be reimbursed.
- h) Carpooling is encouraged.
- i) Employees will be reimbursed for reasonable hotel accommodations. Grande Prairie Regional Sport Connection will reimburse accommodation starting the night before the GPRSC-related business and no longer than the night of the conclusion of the GPRSC-related business.
- j) Reimbursement for meals when traveling on Grande Prairie Regional Sport Connection business will be limited to reasonable amounts in the particular circumstances and must be supported by an original receipt. If a bill or receipt is not issued the standard allowance for meals are as follows:
 - Breakfast \$9.20
 - Lunch \$11.60
 - Dinner \$20.75
- k) When meals are provided for at the organized event, no claim for meals may be made.
- l) The following list includes examples of non-reimbursable expenses:
 - Personal travel insurance
 - Personal reading materials
 - Childcare
 - Toiletries, cosmetics, or grooming products
 - Expenses occurred by spouses, children, or relatives
 - In-room movies or video games
 - Alcohol limited to one drink per meal

Code of conduct declaration

I, _____(Employee/Volunteer – please print), have read, understand and agree to abide by the Code of Conduct of the Grande Prairie Regional Sport Connection and I understand that such adherence is a condition of my employment or volunteer work. I understand that a violation of the Code of Conduct may be grounds for termination as a volunteer or in the case of an employee immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this _____ day of _____, 20_____.

(Volunteer/Employee - Signature)