



## British Columbia Yukon Section Skate Canada Policies and Procedures

### 5.2

#### Travel and Living Policy

Revision Date: March 2019

#### Purpose

To set forth the conditions governing travel on official business for BC/YK Section Skate Canada. This policy applies to all persons traveling on BC/YK Section Skate Canada business.

#### 5.2.1

**Standards:** All individuals traveling on Section business shall be afforded travel and accommodation standards which are comfortable and of good quality, but neither sumptuous nor sub-standard. Transportation and accommodation must be both economical and practical. Rates and conditions of payment and reimbursement are intended to be sufficient to avoid the person being out-of-pocket as a result of reasonable expenses necessarily incurred while traveling on official business.

#### 5.2.2

**Authorizations:** The Board of Directors' through the approval of the Section's annual budget authorizes all travel. Any travel, which has not been budgeted, must receive advance approval.

#### 5.2.3

**Travel Advance:** Travel advances will be provided for team managers upon request. Advance requests must be received by the BC/YK Section Skate Canada Office 10 working days before the date of travel to allow time for processing and mailing. The BC/YK Section Skate Canada Chair and designated employees will be provided with a corporate credit card. A traveler who receives a travel advance is responsible for its safekeeping and is accountable for its disposition. Advances must be accounted for within 15 working days after completion of the trip. Cheques must be made payable to the BC/YK Section Skate Canada. Do not send cash, traveler's cheques, and other negotiable items to BC/YK Section Skate Canada.

#### 5.2.4

**Travel Expense Claims:** All expense forms and supporting receipts must be submitted within 30 working days after the completion of the trip. All individuals traveling on Section business must obtain the most economical rates available. Original itemized receipts must be submitted. A credit card receipt is not an acceptable receipt (ie. It must be supported with an itemized hotel or restaurant bill). Receipts for alcoholic beverages will not be accepted. Receipts may be scanned and emailed.

#### 5.2.5

**Transportation:** The mode of travel should be the mode, which enables the individual to conveniently attend all meetings, events, etc. without spending too much time traveling.

(i) **Air:** Flights should be booked well in advance to take advantage of seat sales etc. Air travel shall be by economy class. Flights for all Section Business must be booked through the BC/YK Section Office. Flights booked for regional competitions by the BC/YK Section Office will be billed back to the hosting region.

Changes to tickets are to be avoided. Charges incurred for changing tickets will be billed to the person making the change.

Flights within BC must be booked in the lowest fare class. Persons wishing to book other class fares may do so but they must pay the difference in the fares themselves.

Airline tickets for travel over 2 hours will be booked in Tango (lowest cost fare) with paid seat selection. Upgrades will be at the traveller's expense.

(ii) **Private Car:** When the traveler uses their private car the traveler will be reimbursed in accordance with the Skate Canada mileage rate and conditions stated in BC/YK Section Skate Canada Allowable Expenses Policy. The traveler is responsible for ensuring that the vehicle is adequately insured. The BC/YK Section Skate Canada assumes no financial responsibility for insurance coverage on privately owned vehicles. The Section is not responsible for reimbursing deductible amounts related to insurance coverage. Only the driver is eligible to claim mileage.

Reimbursement for travel for the Section will be the cost of an airline ticket and related ground costs, OR mileage, whichever is the lesser cost. Exceptions to this must be approved by the appropriate Committee Chair and the Section Chair.

(iii) **Rental Vehicle:** Travel by rental vehicle may be authorized when other forms of transportation are unavailable or when it is the most economical and practical method of transportation. When the use of a rental car is authorized and used, compact or sub-compact cars should generally be used. The names of all travelers who will be driving the rental must be registered on the car rental agreement. Travelers that have a BC/YK Section Skate Canada corporate credit card should pay with the corporate credit card. Other travelers shall be reimbursed for all actual costs incurred. A log shall be kept of the driving all fines and violations will be paid by the driver of the vehicle at the time they were incurred. No extra insurance for collision coverage is needed as it is covered by BFL Insurance for Skate Canada. There is a \$1000 deductible which will be covered by the BC/YK Section should the traveler be charged.

(v) **Other Transportation Expenses:** The traveler will be reimbursed the necessary costs incurred for bus, taxi, airport taxes, parking and toll charges. For Ferry reservations please book more than 7 days in advance to get cheapest rate possible.

Vancouver Airport parking submissions must be accompanied by a receipt and applicable discount coupons must be used unless the regular charge fare is less.

Bridge tolls will be paid at the registered vehicle rate.

The fee for one checked bag will be covered per person unless Section approval is given prior to travel. The baggage fee receipt must be provided for reimbursement.

Anyone cancelling one portion of a return ticket for personal reasons will not be charged a change fee if the unused portion is used within the allotted airline time allowance. If the unused portion is not used the person responsible will be charged the change fee. If a returned ticket is totally cancelled the change fee will be charged to the person responsible. If this ticket is not used within the allotted time the full cost of the ticket will be charged to the person requesting the cancellation. Requests to have these charges waived should be directed to the Finance Committee

#### 5.2.6

**Accommodation:** All accommodation should be booked through the Event Coordinator.

Attendees at BC/YK Section Skate Canada events will be housed in double rooms, with a roommate. If an attendee requests a single room he/she will pay for any extra charges incurred by the Section.

If extra costs are incurred for visitors in a room, this will be charged back to the traveler.

Officials may request a single room, where they pay half, for a Section Activity. However, this would be approved only if there are an odd number of rooms needed and it does not incur the Section an extra expense.

#### 5.2.7

**Meals & Incidentals:** On occasion, where group meals are not feasible, the following allowance will be paid.

For each calendar day traveling, the traveler shall be paid a composite allowance for reimbursement of reasonable costs for meals and incidentals. If this allowance is paid, no additional amount may be claimed for meals and incidentals.

Unless otherwise determined by the Board of Directors by special resolution, the allowance is for a daily amount of \$50.00 detailed as follows:

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$23.00

On travel days when a per diem is not applicable, expenses will be paid with receipts submitted on an expense form and must not exceed the per diem amount. The above are maximum amounts and only the actual amount may be claimed and backed up by a valid receipt.

**On the day of departure**, if your travel status begins:

- after 8:00 am breakfast should not be claimed
- after 12:00 noon, breakfast and lunch should not be claimed
- after 6:00 pm no meals should be claimed.

**On the day of return**, if your travel status terminates:

- prior to 6:00 am, no meals should be claimed
- prior to 12:00 noon, breakfast may be claimed
- prior to 6:00 pm, breakfast and lunch may be claimed
- after 6:00 pm, all meals can be claimed.

5.2.8 **Payment of Daily Allowance:** The daily allowance is normally paid in cash prior to or at a meeting, conference or event. On occasions where group meals have not been organized or cash has not been provided, reimbursement of approved meal expenses may be made via the expense claim form.

5.2.9 **Incidental Expenses:** Requests for reimbursement of incidental expenses (tips etc) may be made via the expense claim form.

5.2.10 Throughout the travel period, deductions will be made for any group meals that were provided as part of a meeting, event, conference, etc.

5.2.11 **Entertaining:** Travelers who are called upon to entertain on behalf of the Section will have these entertainment costs reimbursed. The related expense claim should indicate names and particulars for any entertainment charges. All entertaining should be pre-approved.

5.2.12 **Childcare Assistance:** The following conditions must be present in order for the policy to be applied:

- a) applies to child care expense only (no elderly parents, no pets etc)
- b) for children under 12 years of age only.
- c) For the following competitions only - Super Series, BC/YK Open Synchro a BC Games.
- d) An estimate of total childcare expenses must accompany the official's travel request form, which is to be returned to the Section Event Manager at least 2 weeks prior to the event. These must be approved by the Section Event Manager in advance of the competition. A final expense claim

including supporting invoice from childcare provider must be submitted to BC/YK Section Skate Canada following the competition.

e) Must be related to child care expenses not normally required or engaged by the parents (ie live in nannies, regular day care services, etc are excluded except if they involve an “overtime” situation).

f) Amounts to be paid are as follows:

- up to \$45 per day maximum for first child (must include receipts)
- \$20 per additional child per day (must include receipts)

g) the rate and policy will be closely monitored each year and reevaluated prior to the commencement of each competitive season.

5.2.13 **BC Winter Games:** Officials accepting an invitation to participate in the games must attend for the entire period of the event. All officials must travel on BC/YK Section approved transportation. Expenses for any other modes of travel should not be submitted and will not be paid. Accommodation for Officials is arranged and paid for by the BC/YK Section.

5.2.14 **Officials / Volunteers attending competitions in a dual capacity** (eg. coach / parent):

**Travel:** 50% of expenses shall be covered for airfare or land travel costs according to the travel & living policy.

**Meals:** Per diems will only be paid for the days worked exclusively for the BC Section. On days where the Official / Volunteer is not working exclusively for the BC Section, the Official will have access to the food room at the arena but no per diem.

**Accommodation – Daily Basis**

Official works 100% for the Section	100% room paid by the Section (on a shared basis)
Working 100% as a Coach / Parent	Will not be paid
Working partial for the Section in a dual capacity	50% room paid by the Section (on a shared basis)

Note: Coaches – it is presumed that any expenses paid by the Section will not be billed back to the skaters.

5.2.15 **Extended Stay** – If a Board member is attending a meeting on BC/YK Section business and he/she is staying extra days prior to or after the meeting, then the hotel costs and per diems must first be approved by the Section Chair. The

Section Chair will then advise the appropriate people if these expenses are to be covered by the Section.

- 5.2.16 It is the responsibility of the competition official to inform the Competition Advisor within 48 hours of the start of the event if they are making any changes to their travel or accommodation arrangements. Failure to do so without reasonable cause may result in the official being charged for any unnecessary expenses incurred by the competition.
- 5.2.17 The BC/YK Section will not cover any transportation costs for athletes and their families at competitions unless previously approved.
- 5.2.18 All officials at BC/YK competitions and test days shall refrain from wearing fragrances.
- 5.2.19 The BC/YK Section preferred parking locations are JetSet parking and Vancouver Airport Parking  
Park n Fly at Vancouver International Airport. A receipt must accompany Vancouver Airport parking submissions and applicable discount coupons must be applied.