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Approved By:	OCPSA Board of Directors

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## 1.4 EXPENSE REIMBURSEMENT POLICY

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### Purpose

1. OCPSA is committed to ensuring that public funds expended by individuals for organization-related travel, meals and hospitality purposes are used in a prudent and responsible manner and in a way that serves to advance OCPSA's mission and mandate.
2. The organization requires all individuals involved in submitting claims and authorizing their reimbursement exercise good judgment to ensure organization funds are used in a responsible, conservative and reasonable manner and in accordance with this policy and its related procedures.

### General Guidelines

3. An individual must be an OCPSA member in good standing for expense claims to be valid. To be eligible for reimbursement, claims for pre-authorized expenses must be submitted to the OCPSA Head Office within 60 days of incurring the expense. Payment of expenses will occur within 30 days of receipt of the properly completed claims form.
4. Expense claims should be submitted on OCPSA Expense Claim Forms. (Forms are available on the OCPSA website or upon request from Head Office.) Incomplete forms may not be processed but returned to the claimant for clarification and/or correction.
5. All membership or competition assessment fees must be paid prior to an event. If fees are not paid, the individual will not be eligible to participate or for reimbursement. Athletes will be informed as early as possible of the registration/assessment fee and payment must be received by the designated date.
6. Reimbursement for meals while travelling is in the currency of the country.

### Credit Card Guidelines

7. Diners Club/enRoute charge cards may be issued to the Executive Director, President of the Board and the Treasurer of the Board for pre-authorized expenses relating to OCPSA business. All receipts for charges on the OCPSA charge cards must be submitted to Head Office within 30 days of the event. Variances and/or omissions of receipts shall be reported back to the credit card holder within 30 days of receipt.

## Authorized Claim Allowances

<b>8. Board Members and Executives</b>	
General	In order to be eligible for reimbursement as outlined below, Board Members are expected to attend the full length of the meeting/event.
Air Travel	100% reimbursed. All air travel must be booked through Head Office. If an overnight stay provides a significant cost savings, members are encouraged to stay overnight.
Accommodation	100% reimbursed (receipts required). Accommodation should be booked through Head Office. When possible, accommodation must be shared with other OCPSA members attending the same event (minimum two to a room). If they stay in personal residence in lieu of incurring eligible hotel costs, a rate of \$25/stay will be paid without receipts with the intent that the member will want to purchase a token gift of appreciation for the host.  If a member resides within a 150km radius of the meeting/event site, they would not be entitled to the previous night accommodation. Exceptions can be made as needed in the event of bad weather or other extenuating circumstances.
Vehicle Rental	100% reimbursed. All reservations must be coordinated through Head Office and arrangements must be made to share vehicles where ever possible. In the event that OCPSA is paying mileage for personal vehicles, every effort should be made to coordinate travel to events/meetings so that vehicle rentals are not required.
Mileage	Currently: \$0.45/km
Meals (receipts not required)	Breakfast - \$15.00                      Lunch     - \$15.00                      Dinner     - \$25.00
Admin Costs	Postage, courier, photocopying, and appropriate office supplies as needed.
Communication Costs	Long distance for the purpose of OCPSA business will be eligible upon submission of expense claims and supporting documentation. Conference calls shall be billed directly to OCPSA.

<b>9. Coaches, Officials and Volunteers</b>	
Event Expenses	In order to be eligible for reimbursement of pre-authorized expenses as outlined below, coaches, officials and volunteers must meet the criteria set out by the appropriate sport committee.
Air Travel, Accommodations & Vehicle Rental	Air travel, accommodations and vehicle rental costs will be predetermined for each event. All arrangements for these must be made through Head Office.
Mileage	Currently: \$0.45/km
Meals (receipts not required)	Breakfast - \$15.00                      Lunch     - \$15.00                      Dinner     - \$25.00
Professional Development Expenses	Coaches, officials and volunteers can apply for educational and practical opportunities which will enhance their ability to deliver OCPSA programming. The request should be forwarded to the appropriate sport committee Chair c/o Head Office and should outline the reason for the expenditure and a budget of the anticipated expenses.

<b>10. Athletes</b>	
Event Expenses	OCPSA member athletes, who meet the criteria set out by the appropriate sport committee, are eligible to claim pre-determined expenses for designated training camps and competitions.
Air Travel	100% reimbursed. All air travel must be booked through Head Office.
Accommodation	100% reimbursed. All accommodation must be booked through Head Office. If applicable, athletes are expected to share accommodation with their sport assistant.
Mileage	Currently: \$0.30/km

<b>11. Sport Assistants</b>	
Event Expenses	OCPSA member athletes in classes BC1 and BC3 (Boccia) and 32's and 33's (Athletics) who require assistance of the field of play are eligible for additional funding for their sport assistant in the amount of \$100 per competition day. In addition, registration fees for the sport assistant (where applicable) are eligible for reimbursement.
Travel and Hotel	OCPSA member Boccia athletes in classes BC1, BC2, BC3 and BC4, who require assistance with activities of daily living, are eligible to bring a sport assistant when they travel to sanctioned events. These sport assistants are treated as an extension of the athlete and, as such, their travel and hotel are provided and/or reimbursed.

## **Team Travel**

12. Team staff shall work in conjunction with Head Office to coordinate travel to events and arrange the payment for the costs incurred.
13. All air travel, accommodation and vehicle rentals must be arranged through Head Office.
14. Team staff may receive an advance cheque for eligible meals. A list of eligible team members should be submitted to Head Office three weeks prior to the event and the cheques should be mailed two weeks prior to departure. Meal allowances are to be calculated in the currency of the country to which travel will take place. Note: in some cases, depending on length of event and travel location, cash is provided for payment.
15. All receipts for the expenses covered by the advance cheque must be submitted to Head Office along with any remaining funds within 30 days of the conclusion of the event.