

Travel and Expense Policy

Purpose

1. This policy is intended to set out reimbursement rates for DiscNS staff, contractors and volunteers attending events on behalf of DiscNS, so that everyone is aware of expenses that are reimbursable and the process to reimburse the expenses.

Scope

2. The policy applies to DiscNS events, and non-DiscNS events where a staff person, contractor or volunteer (DiscNS representative) is representing DiscNS or performing duties at the request of DiscNS.

Principles

- To provide clear information on reimbursement rates and process
- To provide fair reimbursement.

Eligible Expenses

Approval

3. If an eligible expense requires approval or pre-approval, then the following persons are able to grant approval of an expense:
 - DiscNS President: All expenses
 - DiscNS Committee Head: All expenses within the mandate and budget of the committee.
4. When pre-approval is required, it must be obtained in writing (email is acceptable) before the expense is incurred or it may not be reimbursed.

Accommodations

5. DiscNS representatives are entitled to have accommodation costs reimbursed by DiscNS provided the following guidelines are followed:
6. Accommodations must be within the Government of Canada accommodation rate limits unless otherwise justified by special circumstance.
<http://rehelv-acrd.tpsgc-pwgsc.gc.ca/acrd/preface-eng.aspx#allcityratelimits>
7. Proposed accommodations must be pre-approved.
8. DiscNS representatives are expected to share accommodations with one other person of the same gender when multiple people require lodging at the same event. DiscNS representatives may choose to share a room with another volunteer or staff of the opposite gender but are not required to do so. If there is an odd number of DiscNS representatives either gender, DiscNS will cover the full cost of up to one single room per gender.
9. Those who prefer to have a single room instead of sharing a room may opt to pay for half the cost of accommodations and claim the other half of the accommodation costs.
10. DiscNS representatives may claim added accommodations expenses to split up significant travel. In such a case, pre-approval is required. DiscNS will cover any parking expenses associated with staying at a hotel.
11. Generally, DiscNS representatives are responsible for all incidental expenses incurred while staying at a hotel. If an incidental expense is incurred in the course of performing observer duties (e.g. a phone call with

the head observer, tournament director, etc.), the DiscNS representative may submit the expense, however, it will require formal approval before being accepted as an expense.

Travel Expenses

12. Expenses related to approved travel are eligible for reimbursement from DiscNS.
 - a. **Driving a personal vehicle.** When driving a personal vehicle, the following expenses are fully reimbursable when directly related to attending an DiscNS event: gas expenses, parking at hotel and event venue, road tolls and ferry costs.
 - b. **Driving a personal vehicle.** The following costs are **not** eligible for reimbursement: parking fines, traffic violation or towing charges and similar charges, costs incurred when driving a vehicle to and from work as part of an employment contract.
 - c. **Bus, train and flights.** Bus, train and flight costs are eligible for full reimbursement by DiscNS. These expenses must be pre-approved by the DiscNS head observer or executive director. Generally, a budget will be provided for the DiscNS representative to book travel arrangements within.
 - d. **Air travel.** Standard or economy class travel should be booked at the lowest fare available for the most direct route and must be pre-approve. Where possible, flight bookings should be made sufficiently in advance of travel to obtain advance purchase fares. DiscNS will cover the standard cost of the ticket and one piece of checked luggage, with excess luggage, upgrades, pre-seat selection, being the responsibility of the DiscNS representative unless required for the duties (e.g., excess luggage to transport required items).
 - e. **Taxi and public transportation.** Taxi and public transportation expenses for travel to the airport, train station or bus station for approved travel are eligible for reimbursement.
 - f. **Rental cars.** The use of a rental car to carry out duties requires pre-approval. DiscNS representatives requiring a rental vehicle are encouraged to book vehicles early at the lowest possible rate. Both the rental costs and insurance costs associated with an approved rental car are eligible for reimbursement. All damage to the rental vehicle is the responsibility of the renting DiscNS representative.
 - g. If a DiscNS representative is unable to attend an event after travel arrangements have been made, then the DiscNS representative is responsible for cancelling all travel arrangements. A travel credit should be obtained for future DiscNS related travel.

Food and Per Diem

13. DiscNS representatives attending events on behalf of DiscNS may claim food expenses associated with attending the event. DiscNS representatives have two options:
 14. They can claim a per diem of \$35/day with no receipts required; or
 15. They can provide receipts for up to a maximum of \$45/day in food expenses.

Other Expenses and Variations

16. Generally, all other expenses are not reimbursable. However, if any unforeseen expenses arise in the course of performing duties as a DiscNS representative, then an application for approval of expenses may be made. Additionally, if due to circumstances any part of the above policy cannot be met (e.g. A hotel at the approved room rate is not available) then an application for approval of an exception to the policy guidelines can be made.

Personal Expenses

17. Approved DiscNS representative travel and personal travel may be combined, subject to the following conditions:
 18. Additional costs associated with extending a stay for personal reasons will not be reimbursed.
 19. A spouse may travel with a DiscNS representative, but the DiscNS representative is responsible for paying all travel cost and the spouse's portion of accommodations.

20. If the added personal travel expense is not easily distinguished from the approved expense of travelling for DiscNS duties due to a different travel route, then DiscNS will solely reimburse the direct travel cost of travelling between the DiscNS representative's departure city and/or arrival city and the city of the event they are attending. In such a case, the cost for travel arrangements for the DiscNS representative will be calculated on the day that travel is booked through a quote or receipt. This amount will be subtracted from the total travel costs.


Reimbursement Process

21. The follow information applies to the reimbursement process.

- a. In order to claim reimbursement, the DiscNS reimbursement form must be filled out and submitted to the DiscNS treasurer. This can be done by uploading an expense receipt to WaveAccounting or through the WaveAccounting App. If the person does not have access to Wave Accounting a copy or image of the receipt should be sent to the DiscNS treasurer who will upload the receipt to Wave on the person's behalf.
- b. Copies of receipts, where applicable, must be submitted with an expense report. The receipts may be submitted by being scanned, clearly photographed and emailed or physically mailed in. In the event that a copy of the original receipt cannot be obtained, a credit card receipt may be accepted at the discretion of the DiscNS president.
- c. Reimbursement forms should be submitted within 45 days of an expense.
- d. Upon receipt of a reimbursement form DiscNS will repay all eligible expenses within 30 days.
- e. Advances of travel expenses generally will not be made, but can be requested. All requests should be made to the appropriate DiscNS approval person.
- f. Travel expenses, such as flight costs, may be claimed after they have been paid for and before travel has taken place.
- g. Expenses in foreign currencies are converted to the Canadian dollar equivalent at the exchange rate that was in effect on the date that the expenditure was incurred.

Revision Statement

This Policy was last ratified on ___**April 15th, 2018**___. DiscNS may change this Policy from time to time. If DiscNS makes a material change, this Policy will be updated accordingly and DiscNS will make reasonable efforts to notify affected individuals and organizations.



DiscNS, Director



DiscNS, Director