



CONTRACTOR AND VOLUNTEER EXPENSE AND TRAVEL POLICY

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Date of Last Amendment: September 2022
Date for Review: January 2024

As a non-profit organization Triathlon Alberta (TA) is a strong steward, responsibly managing all resources entrusted to us. The purpose of this policy is to define the allowable expenses for TA contractors and volunteers. TA recognizes that from time to time expenses are incurred while conducting TA business activities. Contractors and volunteers are expected to act responsibly and ethically when incurring and submitting approved and allowable business expenses.

Contractors and volunteers will be reimbursed for out-of-pocket expenditures and/or travel expenses incurred by them on behalf of TA provided that such expenditures and/or travel have been preapproved by TA. All claims for expenditures must be accompanied by a receipt.

Expense	Amount
Travel by vehicle over 100km one way	\$0.51/km (when more cost effective than rental)
Travel by vehicle over 100km one day	Rental Car + Gas Receipts
Travel by vehicle between 50km to 99km one way	Gas credit of \$30
Travel by vehicle between 25km to 49km one way	Gas credit of \$15
Travel by air, rail, bus or other travel	Pre-approved by Triathlon Alberta
Accommodation	Pre-approved by Triathlon Alberta up to \$170 per night
Per-Diem	\$15 (Breakfast), \$20 (Lunch), \$25 (Dinner)

- Note 1: Expenses claimed by a contractor or volunteer as a tax deduction will not be reimburse
- Note 2: Expenses normally recoverable from a third party will not be reimburse
- Note 3: Late payment interest on credit cards will not be reimburse
- Note 4: Parking, traffic or other fines and penalties will not be reimbursed
- Note 5: Accommodations, rental car, airfare, rail fare, bus fare or other travel expenses must be booked by Triathlon Alberta

Expense Reports

- All expenses being submitted for reimbursement, need to be requested on a signed Expense Form accompanied by original detailed receipts or other appropriate supporting documentation
- All expense reports must be approved and signed by the Executive Director
- Claimants will be reimbursed for actual amounts paid provided they fall within the guidelines established in this policy
- Any miscellaneous or sundry expenses not specifically identified in the categories below will be reimbursed for actual amounts provided they have received appropriate management approval or there is an approved budget with available funds and/or alternate approval process

Travel

- Rental car, airfare, rail fare, bus fare or other travel expenses must be booked by Triathlon Alberta
- Only the cost of the most economical method of travel will be reimbursed. Where the traveler has, for personal convenience, chosen to use an alternative more costly method of travel, the maximum reimbursement will be based on the lowest cost alternative
- Only the cost of the most economical fares can be charged to TA. Contractors and volunteers are expected to book the lowest airfare available which meets the travel requirements, taking into consideration scheduling and other logistics, for all domestic and international flights
- Flights purchased using frequent flyer points are not reimbursable.
- Contractors and volunteers using rental or personal vehicles will be reimbursed for parking expenses incurred on TA business
- The cost of parking a vehicle at the airport is also reimbursable up to the cost of a return taxi fare. If a trip will last several days, the contractor and volunteer should consider taking a taxi or other means of transportation which might be less expensive than parking a vehicle
- Contractor and volunteer is expected to exercise reasonable judgment in selecting the most appropriate method of ground transportation when required for business related travel. Reasonable reimbursement will be for public transportation, taxicabs, and/or rental vehicles. Vehicle rental is to be limited to a compact, mid-size or full-size vehicle, depending on justifiable need. Reimbursable expenses include the rental fee and gas receipts that incurred during travel

Accommodations

- Accommodations must be pre-approval by TA
- Accommodations must be booked by TA
- Reimbursement is limited to the single occupancy rate for standard accommodation, or whatever class of accommodation is the least expensive
- In room movies, video games, mini-bar items, laundry services, etc. are not reimbursable
- The choice of accommodation should be based on business travel requirements rather than personal membership program incentives

Pre-Diem

- Contractors and volunteers will be reimbursed for reasonable and actual expenses incurred for meals, excluding alcohol, while on TA business
- Detailed receipts of meals must be provided with the expense reimbursement form which indicates meal purchase, beverage, GST and tip
- General tipping (up to 15%) is allowed and will be reimbursed. The claimant will not be reimbursed for additional meals where otherwise provided (e.g. meals included in conference registration cost of accommodation)

Additional Business Expenses

- Contractors or volunteers will be reimbursed for business expenses not otherwise covered, such as photocopies, faxes, internet connections and rental/transportation of necessary office equipment
- Reimbursement claims shall be supported by detailed receipts and indicate the reason for expenditure