



Expense Reimbursement Policy

Policy Title: Expense Reimbursement Policy

Effective Date: December 9, 2024

Applies To: Staff, Coaches, Volunteers

Purpose

This policy establishes guidelines for reimbursing employees and volunteers for travel and other expenses incurred on behalf of the Niagara Falls Lightning Gymnastic Club. All travel and professional development must be pre-approved by the President or their delegate to ensure proper financial accountability.

General Guidelines

- Employees/volunteers must submit an expense report detailing all incurred expenses within 14 days of travel completion.
- Original receipts are required for all expenses unless otherwise noted.
- Travel arrangements and accommodations must be cost-effective and appropriate for the purpose of the trip.
- Expenses related to personal activities during business travel will not be reimbursed.
- Reimbursement is subject to approval by the Treasurer.

Eligible Expenses

1. Transportation

Mileage:

- For business travel outside of Niagara Falls, mileage will be reimbursed at a rate of \$0.55 per kilometer.
- Employees/volunteers must document the destination, travel dates, and the nature of the business (e.g., meet, conference, course).
- To promote environmental sustainability and reduce travel-related expenses, employees are encouraged to carpool whenever possible for work-related travel. Carpooling is especially encouraged for group travel to the same destination, such as meets.

Other Transportation:

- Expenses for taxis, rideshares, and public transit must be documented and supported with receipts.

2. Accommodations

- Hotel stays outside the Niagara Region will be reimbursed for a regular room at reasonable rates, based on room rates documented in the expense report and supported by receipts.
- Only room rate, taxes, and parking are eligible expenses. Additional charges, such as room service, movies, and other incidentals, are not eligible for reimbursement.
- Employees/volunteers must provide details, including hotel name, location, and dates of stay.
- A per diem of \$40 may be provided in lieu of hotel accommodation charges for alternative arrangements.

4. Professional Development

- Upon approval, the Club will pay the course fee for one attempt per course.
- Travel to attend an in-person approved course will be reimbursed per this policy.
- Details, including course name, location, and dates, must be included in the expense report.

5. Meal Allowance

- For travel outside of Niagara Falls, the following per-meal allowances apply:
 - Breakfast: \$15 (travel starts before 6 a.m.)
 - Lunch: \$20 (travel starts before 11 a.m. or ends after 2 p.m.)
 - Dinner: \$35 (travel starts before 5 p.m. or ends after 7 p.m.)
 - Full-day meal allowance is \$70
- Only meals that cannot reasonably be obtained from home before departure or upon return are eligible for reimbursement.

6. Parking and Tolls

- Receipts are required for reimbursement of parking and toll expenses. If receipts are unavailable, photographic evidence of posted rates may be provided.

7. Other Approved Business Expenses

- Employees/volunteers may be reimbursed for other out-of-pocket expenses incurred for approved business purposes. These may include, but are not limited to:
 - First aid supplies.
 - Chalk and other gymnastic-related materials.
 - Small office supplies or event-specific purchases.
- Documentation, including receipts and a description of the expense, is required for reimbursement.

Approval Process

- Employees/volunteers must complete the expense report form with the following details:
 - Submitter's name and submission date.
 - Travel information, including location, dates, and purpose.
 - Itemized list of expenses, accompanied by relevant receipts and documentation.
 - Total expenses claimed.
- All expense reports must be approved by the Treasurer prior to reimbursement.