



## Skate Ontario Events Expense Policy

The purpose of this policy is to detail the eligibility and reimbursement of expenses covered by Skate Ontario (SO) for expenses incurred by Staff and Officials at Skate Ontario Section Partnered and Skate Ontario Section Hosted events. Out of pocket expenses of volunteers (non-officials) are the responsibility of the LOC unless otherwise stipulated in the Event Hosting Agreement.

### ***Authorized Travel***

Travel expenses will be reimbursed in full for authorized travel. Authorized travel is that which has been approved by the Director, Finance and Business Operations or his/her designate.

In cases where there is a reasonable option between air and car travel, only the lessor of air vs. mileage will be reimbursed. When considering vehicle rental, only the lessor of vehicle rental plus gas vs. mileage will be reimbursed.

For example, if the total mileage calculation is 500.00, and the cost to fly is 300.00, only 300.00 will be reimbursed by Skate Ontario.

### ***Air***

Air travel is to be arranged sufficiently in advance to take advantage of maximum discount fares. In no case will fares above the economy level be covered by Skate Ontario.

Approved air travel must be organized by authorized Skate Ontario staff. Any exception must be approved by the Director of Finance and Business Operations. Air travel organized and paid for directly by the claimant **will not** be reimbursed by Skate Ontario.

### ***Mileage***

Mileage expenses will be reimbursed for authorized travel at \$0.48/km unless otherwise stipulated by the Director of Finance and Business Operations.

When multiple Event Officials are carpooling, only one claim may be submitted by the driver of the vehicle.

The 407 ETR is not to be used indiscriminately. 407 expenses are only eligible for reimbursement if use of the toll route will result in significant time savings for travel directly related to Skate Ontario business.

### ***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. Car rental must be a compact-sized car unless otherwise approved by the Director, Finance and Business Operations or his/her designate.

The names of travelers who will be driving the rental vehicle must be registered on the vehicle rental agreement. When vehicles are rented, it is the responsibility of the renter that the car has adequate insurance. If the renter does not have adequate insurance through their credit card, they must purchase rental car insurance. Skate Ontario mileage rate is not applicable to rental vehicles.

### ***Hotel Eligibility***

Individuals are eligible for a hotel room if they drive over 50km one way. Hotel rooms will be booked based on double occupancy unless otherwise approved by the Director, Finance and Business Operations or his/her designate.

Hotels will be booked by Skate Ontario unless otherwise specified in Event Hosting Agreements.

Officials who request a single room will be required to pay 50% of the room cost. Requests for single rooms will be subject to availability.

Officials who choose to book their own room will not be eligible for reimbursement of this expense.

### ***Meals***

The maximum daily allowance for authorized meal costs is \$60.00 and will be reimbursed upon submission of receipts. Purchases of alcohol will not be eligible for reimbursement.

\* Note: At all Skate Ontario Section Partnered or Section Hosted events, the daily allowance **will** be adjusted to reflect meals provided by the LOC.

Daily values will be attributed as follows: \$10.00 for breakfast, \$15.00 for lunch, \$35.00 for supper.

Officials who leave home the morning of the event will not be entitled to claim breakfast. Officials who leave the event venue by 3:00pm the afternoon of the event will not be entitled to claim supper unless one-way travel exceeds four (4) hours.

### ***Officials Gifts***

All Officials gifts are to be valued and remitted based on a rate of \$10/day/official.

### ***Other Out-of-Pocket Expenses***

Parking, taxi, telephone, baggage fees and similar expenses are reimbursable upon submission of receipts and expense form. Claims for these items for which receipts may not be available at the event must be submitted within 10 business days after the event directly to [ikaake@skateontario.org](mailto:ikaake@skateontario.org) via email.

### ***Coaches Serving as Officials***

In instances where coaches are serving as an official at the request of the appropriate Lead (Tech Rep, DS Chief, ET Lead), and have athletes competing at the event, those individuals will be eligible for 50% of their mileage claim **only**. These individuals will not be eligible to claim any other expenses.

### ***Extraordinary Expenses***

Any expenses not covered above may be considered on an individual basis by Skate Ontario **subject to prior approval** by the Director of Finance and Business Operations. The decision of the Director will be final.

### ***Submitting Expenses***

1. All expenses must be submitted **on site** at the conclusion of the event as follows:
  - a) DS Officials – Submit to Event DS Chief
  - b) Judges and Technical Specialists – Submit to Technical Rep.
  - c) Event Technicians – Submit to Event Technician Lead
  - d) **Claims not submitted on site must be received by the Skate Ontario office within 10 business days of the conclusion of the event. If the claim is not received within 10 business days, it will not be processed.**
2. Each claim must be submitted using the Skate Ontario Event Expense Claim Form and must have all detailed receipts attached. (Summary CC/Debit slips not accepted).
3. Each Lead will review each claim to confirm eligibility prior to submission to the Skate Ontario Finance Department. All claims are subject to approval by the Director of Finance and Business Operations.
4. Each Lead will submit the claims to the Skate Ontario Finance Department within 10 business days of the conclusion of the event.
5. Skate Ontario will issue expense reimbursement payment within 10 business days of receipt of the completed claims.

### ***Payment of Expenses***

Skate Ontario will issue payment of expenses by one of two methods:

- 1) Direct Deposit** – If the claimant wishes to receive payment via direct deposit, banking information must be provided on the expense claim form, by attaching a void cheque or by attaching a direct deposit request form. ***Skate Ontario strongly encourages all volunteers to utilize this method.***
  
- 2) Cheque** – if banking information is not provided by the claimant, a cheque will be issued and mailed by regular post. Claims being paid by cheque may take up to 30 days to be issued.

Any questions regarding this policy should be directed to:

Derek Ventnor, Director of Finance and Business Operations [dventnor@skateontario.org](mailto:dventnor@skateontario.org)

Or

Kelsey Bennett, Manager, Events and Operations [kbennett@skateontario.org](mailto:kbennett@skateontario.org)