



Expense Policy

Policy Statement

The purpose of this policy is to detail the eligibility and reimbursement of expenses covered by Skate Ontario (SO) for expenses incurred by eligible people including staff, board members, volunteers, officials, facilitators, speakers, contractors and any others deemed eligible by the Chief Operating Officer.

Authorized Travel

Travel expenses will be reimbursed in full for authorized travel. Authorized travel is that which has been approved by the Chief Operating Officer or their designate.

In cases where there is a reasonable option between air and car travel, only the lesser of air vs. mileage will be reimbursed. When considering vehicle rental, only the lesser of vehicle rental plus fuel 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 unless otherwise pre-approved by the Chief Operating Officer.

Approved air travel must be organized by authorized Skate Ontario staff. Any exception must be approved by the Chief Operating Officer. Air travel organized and paid for directly by the claimant will not be reimbursed by Skate Ontario unless pre-approved by the Chief Operating Officer.

Mileage

Mileage expenses will be reimbursed for authorized travel at \$0.55/km unless otherwise authorized by the Chief Operating Officer. Once authorized, any differences in mileage support will be communicated to the affected parties.

When multiple individuals 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 Chief Operating Officer or their designate.

The names of travelers who will be driving the rental vehicle must be registered on the vehicle rental agreement. When vehicles are rented, rental car insurance must be purchased from the rental car agency. Skate Ontario mileage rate is



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not applicable to rental vehicles. Rental fees, insurance fees, and fuel purchases will be reimbursed upon submission of supporting receipts.

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 Chief Operating Officer or their designate.

Hotels will be booked by Skate Ontario unless otherwise pre-approved by Skate Ontario.

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

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

Officials under the age of 18 who have been assigned an event and must stay overnight must be accompanied by a parent/guardian.

In cases of bad weather where travel has been deemed unsafe by Skate Ontario, additional hotel room expenses will be covered by Skate Ontario, but only in cases where an authorized representative of Skate Ontario has **pre**-approved the additional accommodation expense.

Meals

The maximum daily allowance for authorized meal costs is \$75.00 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 and/or Skate Ontario, including breakfasts provided by the hotel.

Daily values will be attributed as follows: \$15.00 for breakfast, \$20.00 for lunch, \$40.00 for supper.

Officials who leave home on 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.

Skate Ontario will not reimburse the purchase of alcohol. All alcohol should be purchased separately with a separate receipt.

Officials Gifts

All Officials gifts are to be valued and remitted based on a rate of \$20/day/official.

Other Out-of-Pocket Expenses



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Parking, taxis, telephone, baggage fees and similar expenses are reimbursable upon submission of receipts and expense form. Claims for these must be submitted within 10 business days after the event directly to the Manager, Events for approval. Once approved, the Manager, Events will submit those claims to the finance department for processing.

Coaches Serving as Officials

In instances where a coach is also 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 **some** expense reimbursement as outlined herein.

In order for a coach, who is also working as an official at an event; to be eligible for expense reimbursement, they must work the requisite number of hours as outlined below:

- Minimum 3 hours on a panel for a 1-day event
- Minimum 6 hours on a panel for a 2-day event
- Minimum 9 hours on a panel for a 3-day event

Coaches serving as officials are eligible to receive up to 50% of the regular mileage expense if they work the required number of panel hours as outlined above.

Coaches serving as officials are eligible to receive accommodation expense coverage if they work the required number of panel hours as outlined above. To be considered for accommodation expense reimbursement, the individual must stay at the official event hotel.

Extraordinary Expenses

Any expenses not covered above may be considered on an individual basis by Skate Ontario subject to prior approval of the Chief Operating Officer. The decision of the Chief Operating Officer will be final.

Submitting Expenses Directly Related to Skate Ontario Events

1. Each claim must be submitted electronically using the Skate Ontario Expense Claim Form and must have all detailed receipts attached. (Summary CC/Debit slips not accepted).
2. Each claim must be submitted to the Manager, Events no later than 10 business days after the event.
3. The Manager, Events will review each claim to confirm eligibility prior to submission to the Skate Ontario finance department. All claims are subject to the approval of the finance department.
4. Skate Ontario will issue expense reimbursement payment within 20 business days of receipt of the approved claims.

Other Expenses

Submission of all other expenses:

1. All expenses must be reasonable and must be within budgetary parameters established by Senior Management and approved by the Board.
2. All expenses must be properly documented, recorded and submitted to the authorizing party for approval and processing.



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3. Entertainment and meeting claims must detail the names and particulars for each claim separately.
4. Use of the Skate Ontario expense form is required.
5. The expense claim shall be signed by the appropriate authority and submitted to the finance department for countersignature, certifying the expenses were incurred in the performance of the approved activities.
6. Detailed receipts must be attached to the expense submission.
7. Expense claims must be submitted within 10 business days of the expenditure unless directed otherwise by the finance department for timely month-end or year-end processing.