



Alberta Racquetball Association

TRAVEL & EXPENSE REIMBURSEMENT

POLICY

Policy Established: November 2, 2017

Policy Last Revised: November 2, 2017

Policy Objectives

The purpose of this policy is to outline requirements and limits governing travel and the reimbursement of related expenses.

Scope

This policy applies to all persons traveling on approved ARA business or via ARA funding, including board members, volunteers, staff, athletes, officials, and coaches, heretofore referred to in this policy as "Traveller(s)".

Definitions

Direct travel expenses: Expenses that are directly related to the travel and event in question for the Traveller only, including transportation (flights & checked luggage fees, rental car, gas, or mileage), meals, accommodations, and event registration fees.

Flight equivalency: The Association deems flights to be equivalent in value if their difference does not exceed \$100.

Travel Policy

- Travellers will be compensated for their direct travel expenses related to attending ARA-approved events.
- Approval for event attendance must be granted by the ARA in advance of the event in question.
- All expense claims will be carefully reviewed by the ARA to ensure they are in accordance with this policy.
- Only expenses accompanied by original receipts will be reimbursed, including expenses for meals.
- Unless otherwise indicated, Travellers are responsible for their own travel arrangements, which are made at their own expense.
- Travellers will be reimbursed only after submitting a completed Expense Form and original receipts to the Association within sixty (60) days of the completion of the event.
- Travellers must make the most direct, practical, and cost-effective travel arrangements.
- The Association understands that the most direct, practical, and cost-effective travel arrangements for an individual may not be the same as for a group. In the event that

Travellers travel with non-funded individuals (family, friends, etc.) whose presence impacts the travel arrangements, the Association will limit reimbursement to the estimated cost of the most direct, practical and cost effective travel arrangements for the Traveller.

- Example 1: Traveller X is attending Tournament Y and can fly to the event for \$500. Traveller X's spouse wants to attend - their combined flight cost would be \$1000 so they opt to rent a car and drive to the tournament instead, which costs \$800. Traveller X should only claim \$500 on their Expense Form.
- Example 2: Traveller X is attending Tournament Y with their parents. Traveller X can fly to the event for \$650 and have the tournament shuttle take them from the airport to the hotel, for a total of \$650 for the Traveller, and \$1950 total for the family. Traveller X and their parents opt to fly to a nearby airport for \$500 per flight but must rent a vehicle for \$300 to drive from the airport to their hotel and back, for a total of \$800 for the Traveller and \$1800 for the family. Traveller X should only claim \$650 on their Expense Form.

Expenses - Transportation (Vehicle)

- Travel using a personal vehicle for return trips under 200 km are reimbursed at a rate of \$0.50 per kilometer
- For trips in excess of 200 km, travellers may choose to be reimbursed at a rate of \$0.16 per kilometer OR rent a vehicle and claim the applicable expenses.
- When claiming kilometers travelled, Travellers must include evidence of trip distance with their Expense Form. A printout of the route on Google Maps is generally acceptable.
- Gratuities may be paid on taxi services, to a maximum of 15%. The gratuity amount must be clearly visible on the receipt submitted with the Expense Form.
- Travellers renting a vehicle do so in their own name and assume the risk. The ARA will reimburse the cost of the rental, fuel, and the Loss Damage Waiver.
- Carpooling with other Travellers attending the same event should be organized whenever possible. Travellers may contact the Association for assistance in organizing carpooling.
- When carpooling with other Travellers, only the driver of a personal vehicle or renter of a rented vehicle may make a claim for reimbursement.
- In the event that a Traveller carpools as a passenger with a non-approved or non-funded traveller, the Traveller may contribute to the driver's expenses up to a maximum of 50% of the listed limits. Expense receipts as well as a receipt for payment to the driver (handwritten is acceptable) must be submitted.
 - Example 1: Traveller X carpools in the rented vehicle of a friend to attend Tournament Y. Total expenses for gas and the rental (not including insurance) come to \$250. Traveller X pays \$125 to the friend. Traveller X includes with their Expense Form the receipts for gas, the car rental, and the \$125 payment to the friend.
 - Example 2: Traveller X carpools in the personal vehicle of a friend to attend Tournament Y. The return trip is 150 km, for a total reimbursement allowance of \$75. Traveller X provides \$32.50 to their friend and includes

with their Expense Form evidence of the trip distance and a receipt for the \$32.50 payment.

Expenses - Transportation (Air)

- Travellers may claim the expense of one (1) checked bag for all flights.
- Economy class airfare or its equivalent should be selected. Travellers who opt to fly in an upgraded cabin class do so at their own personal expense - only the cost of the economy-level ticket will be reimbursed.
- Travellers who wish to extend their trip to include personal time, or fly to/from a destination that is not their home city are free to do so as long as the modified itinerary is equivalent to the cost of the itinerary without such modifications. Travellers may still make such adjustments to their itinerary if there is a difference in cost, but will be responsible for said difference. Travellers should include evidence of the flight equivalency/variance along with their Expense Claim.
- Travellers should make flight arrangements at least 6 weeks in advance of the travel event. Prices for flights will be evaluated and used for comparison when evaluating expense claims based on a 6-weeks in advance time frame.

Expenses - Meals

- Travellers may claim meal expenses, provided original receipts are submitted with the Expense Form, up to a daily limit of \$50.
- In the event that a meal is provided for free (it is included with the cost of the hotel or provided by the tournament), the value of that meal will be deducted from the total daily limit as such:
 - Breakfast: \$10
 - Lunch: \$15
 - Supper: \$25
- Gratuities may be paid on meal purchases, to a maximum of 15% of the Traveller's meal total. In these instances both the original receipt and the credit card receipt showing the gratuity amount must be submitted along with the Expense Form.
- Travellers with food restrictions who consequently cannot take part in tournament or hotel-provided free meals should notify the Association in advance of the trip whenever possible, as this may impact their allowable daily meal limit.
- For travel days, Travellers are eligible to claim expenses for meals during their travel time only. Pre-departure and post-return meals are ineligible.
- Travellers who wish to purchase groceries in excess of the \$50 daily limit for multiple days' use may do so, provided that they reduce their meal purchases to account for the excess expenditure.
 - Traveller X purchases \$75 worth of groceries on day 1 of a three-day trip. Traveller X claims \$30 in meal purchases on days 2 and 3 of the trip, for a grand total of \$135. Traveller X's \$75 grocery bill is fully reimbursed, as the \$135 total did not exceed the 3-day limit of \$150.
- Travellers who extend their trips to include personal time may not claim meals during the personal portion of their trip. Meals for travel days are eligible under the same stipulations as if a personal portion of the trip were not included.

Expenses - Accommodations

- Wherever possible, Travellers should stay at the event's host hotel. In the event that the host hotel is not available, Travellers should find a comparable rate at a nearby hotel. Travellers should include the value of amenities such as event shuttle service and breakfast when comparing rates.
- Accommodation reimbursement is based on the number of room occupants, with a minimum of double occupancy, i.e. Travellers are expected to share their room with another event attendee and split the cost between them. Therefore the maximum accommodation reimbursement rate is 50% of the total expense, and decreases proportionately with the presence of additional roommates. Travellers may contact the Association for assistance in organizing room sharing.
 - This stipulation may be waived in the event that the Traveller is the sole ARA-funded attendee of a single gender, in this instance the Traveller must seek approval from the Association in advance to cover the entire room expense.
 - Athletes 18 and under who stay in a hotel room with family will be reimbursed at 50% of the room expense, regardless of the number of family members sharing the room.

Ineligible Expenses

The following expenses are ineligible and will not be reimbursed:

- Alcohol
- Valet parking
- Travel insurance
- Entertainment
- Dependent care
- Laundry or dry-cleaning services
- Long-distance phone, data or roaming charges
- Damage or other extraneous accommodation charges
- Expenses to upgrade airfare class, make advanced seat selection, change or cancel flights
- Transportation expenses unrelated to the ARA-approved event, e.g. trips to the shopping mall, museum, or other tourist destination.
- Indirect tournament expenses, such as court fees, trainer fees, etc.
- Independent transportation arrangements to and from the airport or to and from the event venue from the host hotel when event shuttles are provided.

Restrictions & Exceptions

- Unless otherwise indicated, funds received by the Traveller may not be used towards expenses incurred by attending family members, guardians, chaperones, or friends, regardless of the age of the Traveller.

- Travel expense limits may be superseded by limits set specifically for the event in question.
- Expenses submitted for ineligible expenditures will not be included in the total expenditures calculated and reimbursed.
- Expenses exceeding set limits will not be reimbursed.
- Credit card payment slips are not original receipts, and need only be submitted in cases where the total on the original receipt and the credit card slip vary, for example in the instance of a tip added on to a bill.
- Permission may be granted for a Traveller to claim expenses that are inadmissible as per this policy or to exceed expense limits. Permission must be sought and granted by the Association in advance of the event in question, and will be approved or denied based on the presence of extenuating circumstances.
- In the event that the original receipt is lost and cannot be submitted to the ARA, the Traveller should submit any other evidence they may have of the expense, including credit card payment slips or proof of payment on their credit card bill. The Association will review this evidence and admit the claim on a case-by-case basis.
- Whereby it is determined by the Association that the Traveller did not make the most direct, practical, and cost effective travel arrangements, the Association reserves the right to limit reimbursement to the estimated cost of the most direct, practical and cost effective travel arrangements.