



EDMONTON
TRIATHLON
ACADEMY

**EXPENSE REIMBURSEMENT
POLICY**

Expense Reimbursement Policy

This policy is designed to assist employees, board members, contractors, and race officials in reporting expenses incurred while conducting business activities on behalf of the Edmonton Triathlon Academy (ETA).

The Edmonton Triathlon Academy expects all individuals who work or volunteer on behalf of the organization to act responsibly and professionally when incurring and submitting costs. The ETA will reimburse employees and board members for reasonable expenses on pre-approved business. This includes, for example, travel fares, accommodations, meals, tips, telephone and fax charges, mileage, and purchases made on behalf of the organization.

The Edmonton Triathlon Academy does not pay for local travel to and from the office. If employees use their vehicles for business travel, mileage will be reimbursed at the approved rate and for appropriate parking fees. The ETA will not be responsible for fuel, maintenance, traffic or parking violations.

General guidelines

Original receipts are required for reimbursement of all expenses except for per diems. These expenses include:

- Original boarding passes for airplane / train travel
- Credit card receipts
- Detailed merchant receipts

*When expenses are charged to a credit card, both the credit card slip and the detailed receipt listing the items purchased should be submitted.

Receipts must be accompanied by a summary which outlines:

- The nature of the expense
- The name and titles of the individuals involved
- The purpose for the expense

- Expense reports for sub-committees and Board members must be submitted with receipts and reviewed by the Treasurer and Bank Signing Authority and approved by the Board. All expenses incurred by sub-committees or board members must also be pre-approved by the Board.
- Expense reports for employees must be submitted with receipts. They are reviewed and approved by the Treasurer. Employee expenses must be pre-approved by the Treasurer.
- Expense Reports for the Treasurer must be submitted with receipts to the appropriate designate or Bank Signing Authority.
- All expenses and summaries must be submitted within 60 days of the original purchase.
- Expenses must have been incurred by the claimant; no person may request reimbursement for expenses that have been paid by another individual.

Travel guidelines

- Employees and ETA representatives are encouraged to fly coach class with the lowest available airfare for non-stop travel.
- If a car rental is required, ETA representatives are requested to rent compact vehicles. Employees will be reimbursed for the fuel costs associated with renting a compact vehicle.
- Employees will be reimbursed for hotel accommodations, if pre-approved to a maximum of \$150 per day. Discounted room rates should be requested at the time of room booking. The ETA may have a preferred rate with a hotel chain that is lower than advertised publicly.
- Meals during days traveled will be reimbursed with a receipt to a maximum amount as shown below:

Breakfast	\$8
Lunch	\$10
Dinner	\$25



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- The following list includes examples of non-reimbursable expenses:
 - Personal travel insurance
 - Personal reading materials
 - Childcare
 - Toiletries, cosmetics, or grooming products
 - Expenses incurred by spouses, children, or relatives
 - In-room movies, video games or internet access
 - Alcoholic beverages
 - Sporting activities, shows, etc.

Any questions related to the content of this policy or its interpretation should be directed to the Treasurer.

Date of Approval: July 9, 2018