

Appendix C: External Travel Policy

There are four (4) modes of transportation that will receive reimbursement depending on the one-way distance of travel from the participant's home community to the sport accommodation destination as measured by Google Maps.

It will be the PSOs' responsibility to collect and submit all claims for their participants. The PSO must submit the appropriate forms to the GOC by **Monday August 20, 2018** and reimburse each participant as applicable. External Transportation reimbursements will be forwarded to the PSOs by **Monday September 17, 2018**.

A total budget of **\$50,000** has been set to be provided to the Participants of the Games. Once all travel claims are collected, they will be totaled and either:

- Total claims do not exceed the total budget, each claim will be reimbursed 100%
- Total claims exceed the total budget, a percentage will provided to all claims.

Example:

- Total budget for travel claims is \$50,000
- Total claims submitted is \$60,000
- Each claim will be reimbursed at 83.3% of the total claim.
- If a team has submitted for a \$5,000.00 bus, they will receive \$4,166 or 83.3% of \$5,000.

If PSOs do not submit their travel claims by the above date, they will only be eligible for reimbursement of any remaining funds allocated by the GOC to external travel.

Eligible travel is outlined below:

Method of Travel	Distance from Host City (One Way)		
	0-300 KMs	301 KMs to 600 KMs	601+ KMs
Car	Not-Eligible	Eligible	Eligible
Van Rental	Not-Eligible	Eligible	Eligible
Air/Train	Not-Eligible	Not-Eligible	Eligible
Chartered Bus	Not-Eligible	Not-Eligible	Eligible

Car

The following reimbursement will apply based on the number of participants carpooling together.

1 participant	\$0.10/km
2 participants	\$0.20/km
3 or more participants	\$0.30/km

Ineligible for reimbursement

First 300km one way (600km total round trip) are ineligible for reimbursement

Example:

1500km round trip – 600km ineligible = 900km eligible for reimbursement

Van Rentals

A van rental will be considered in the following two situations:

- Restrictive sport competition equipment
- Transporting more than three participants

Should a van be required, rental reimbursement will be provided as per the following:

- GOC must pre-approve van rental (Car rental will not be eligible)
- Van rental will be covered up to maximum allowable cost of \$100/day with a maximum claim of \$500 including kilometre reimbursement.
- Reimbursement for kilometres will be provided based on the number of participants travelling in the van, however the overall claim cannot exceed \$500

Air/Train/Bus

If traveling by air/train/bus, GOC must pre-approve any flight/train/bus before the participant can book the ticket. If air/train/bus is booked before approval from GOC, reimbursement is not guaranteed.

Baggage fees related to the transportation of sport competition equipment is eligible for reimbursement, the GOC must pre-approve any baggage claim. Personal baggage is not eligible for reimbursement.

The GOC will organize shuttles to and from the airport & train station (for registered Games Participants ONLY).

Ineligible for reimbursement

- Meals during travel
- Airport parking
- Ground transportation to/from the airport
- Hotel rooms during air travel
- Flights/trains booked with Air Miles or other reward programs

All air/train travel costs will be covered up to a maximum claim of \$500.

Charter bus

Charter buses can be utilized where there are at least 25 registered Games Participants coming from one community/district/region. GOC must pre-approve before Charter Bus is booked.

Reimbursement for charter buses will be up to a maximum of \$5,000.

Charter buses with less than 25 participants must be pre-approved by the GOC. Charter Bus must be utilized if it is more cost efficient than Air or Train travel for the number of participants travelling from one area if under 25 participants.

