

## Athletics Ontario Travel Claim Policy

Athletics Ontario (AO) reimburses employees, Board or Committee members (participants) for actual out-of-pocket expenses incurred while doing authorized business for Athletics Ontario. In addition, AO provides mileage and incidental reimbursement to Technical Officials for judging at AO Championships.

The Travel Expense Claim Form must be used with proper and detailed receipts attached, where required, in order to receive a reimbursement payment. Employee claim forms must be approved by the Managing Director. A Committee or Board member claim form must be approved by the AO Chair. A Technical Official Claim Form must be approved and submitted, by the end of the meet, to the Officials' Coordinator for processing.

### **Accommodations**

The lowest-cost standard hotel accommodation, for overnight stay, is to be secured by participants -- based on double occupancy, where possible. A standard room would resemble that offered by a reputable chain hotel (i.e. Hilton, Holiday Inn, Marriott family of hotels).

Accommodations for Technical Officials are provided by the Local Organizing Committee (LOC) and based on double occupancy.

### **Airfare / Train / Bus**

Under certain circumstances, participants may arrange travel by air, train, or bus which must be approved prior to booking. Every attempt should be made to obtain the lowest available economy fare at the time of booking. Participants are encouraged to compare rates between air, train, bus, and use of personal vehicle, time efficiency being a major factor. Participants must retain and submit their boarding passes and receipts with a Travel Claim Form in order to be reimbursed.

### **Automobile Usage**

All vehicle mileage claims are paid at a rate of \$0.35/km/vehicle, for the use of a privately owned vehicle.

Participants may claim mileage for AO business meetings outside of a 50km radius of the AO Office or to Provincial Championship events. Technical Officials may claim return mileage for AO Championships from their residence.

To claim mileage participants or Technical Officials must submit the number of kilometers travelled between home and one of the following locations: hotel, meeting, or competition venue.

All mileage claimed will be verified using Map Quest and based on the fastest route available at the time of travel.

If a participant or Technical Official chooses to drive his/her own vehicle rather than take AO recommended travel means, mileage paid will not exceed the cost of the lowest economy travel fare available.

Where 2 or more participants or Technical Officials are required to travel by car, they are encouraged to carpool or rent a vehicle as a group. The names of all participants or Technical Officials traveling in the car must be provided on the claim form.

Athletics Ontario will cover the lowest economical taxi or shuttle fees to and from airports with receipts. Participants are encouraged to use shuttle service where time permits.

### **Meals**

Athletics Ontario will provide meals during Board or Committee meetings that occur over meal hours.

When attending a group meeting or event where meals are provided, participants or Technical Officials are expected to partake in those group meals and not incur additional expenses.

All other meal expenses will be reimbursed based on the following AO Board guidelines:

Breakfast	\$ 8.00
Lunch	\$ 12.00
Dinner	\$ 20.00

*Meal receipts are not required for reimbursement.*

Meals for Technical Officials are provided by the Local Organizing Committee (LOC). When this is not logistically possible, Technical Officials shall be provided an allowance by the LOC based upon the above guidelines.

### **Parking**

Parking at a hotel, meeting, or competition location will be reimbursed by AO for those travelling by private vehicle. Receipts are required.