



TRAVEL REIMBURSEMENT POLICY

As a non-profit organization, stewardship of Peterborough Rowing Club resources is essential. Our policy is to reimburse individuals for pre-approved, reasonable, proper, and necessary travel expenses incurred in conjunction with activities pre-approved by the Club President or designate. All travelers, both staff and volunteers are expected to minimize the costs of travel as much as possible or reasonable. Peterborough Rowing Club expects everyone to act responsibly and professionally when incurring and submitting costs.

Travel

Travel expenses will be reimbursed in full for authorized travel. Authorized travel is that which was contemplated and approved by the Club President or designate and will fit within the framework of an annual board approved budget.

Car mileage expenses will be reimbursed for authorized out-of-town travel at a standard rate approved by the Board of Directors. The current rate is \$0.40/km. Allowable kilometer amounts will be in the range with mapping tool estimates such as Google Maps. The club will not be responsible for fuel, maintenance, traffic, or parking violations. When traveling to and from regattas, consideration must be given to travel with the club truck and trailer.

Air travel for the club would be an unusual situation, restricted to special circumstances under the direction of the Board. Any air travel would be booked centrally by the President or designate. In no case will fares above the economy level be reimbursed.

Accommodation & Meals

Authorized accommodation costs will be reimbursed upon submission of original receipts. All hotel accommodation must be preapproved by a designated Board member before being booked.

A maximum allowance for authorized meal costs will be set by the Board annually and will be reimbursed upon submission of original receipts. Purchases of alcohol will not be eligible for reimbursement. Meal rates can be combined as long as there are two or three meals approved for the day. For example, if lunch and dinner are approved for the day but you skip lunch then dinner can be up to \$60.

The 2023 rate is:
\$15 for breakfast
\$25 for lunch
\$35 for dinner

Request for Reimbursement

Individuals seeking reimbursement must complete a reimbursement form, sent electronically to the Club Treasurer, copied to the President with scanned copies of original receipts. The President will approve the claim prior to payment by the Treasurer. If it is impractical to obtain a required receipt or if such receipt has been inadvertently destroyed, the individual must furnish a written statement to that effect, as well as an explanation of the expenditure involved.

To receive pre-approved mileage reimbursement, the traveler must include the details including number of kilometers traveled, departure and arrival location for each trip, and purpose of trip.

All requests for reimbursement must be submitted within sixty (60) days of the conclusion of the event attended. Any request submitted after sixty days will be declined. An appeal in unusual situations must be made to the Club President or designate.

Approved by the Board of Directors
2023-07-23