TNC-pol-92
Expense/Travel Policy

Purpose

To outline the criteria and process to reimburse expenses incurred by authorized individuals while on approved business for the Club.

Expense Policies

The Club will reimburse expenses incurred by authorized individuals while on approved business under the following policies:

1. Approved Club business is Club business specifically contemplated and budgeted for in plans, policies and budgets. All expenses must be pre-approved by the General Manager (GM) or the Club President or designate. All expenses that exceed $500 must have explicit written pre-approval (via email) from the Club GM or the Club President or designate.

2. Use of Personal Motor Vehicles: Mileage compensation will be given for exceptional circumstances upon prior written approval. This will generally be for out of town travel as required for meetings, events or other Club business but may be for other approved travel. Travel by this means will be reimbursed at either $0.54 per kilometer or by submission of fuel receipts. Note that travel to and from work for employees is not compensable.

3. Use of Rental Vehicles: If the use of a rental vehicle for travel is approved, reimbursement will be for the cost of the rental plus any fuel receipts.

4. Hotel Accommodation: If required to stay in a hotel for approved Club travel, the room booking must be based upon shared occupancy with one bed per person, unless it is impossible to match schedules and genders. The standard is the best rate, group rate or economy rate at a modest hotel. Occupancy should be from the night

of or prior to the first official meeting or event, through to the night before the last official meeting or event.

5. Meals: Meals may be reimbursed either by per diem or by receipt. The least costly and most logistically appropriate method will be used based upon the circumstances. The standard is modest restaurants or groceries as appropriate.

    a. Per Diem Meals: As approved, a per diem allowance of $55.00 will be provided for every full day of travel. For partial days (i.e. when travel begins or ends part way through the day, or when some meals are provided at no incremental cost to the individual), a per meal allowance will be provided as follows:

        Breakfast - $13.00

        Lunch - $14.00

        Supper - $27.00

    b. Receipt Meals: As approved, meals for travel or meetings will be reimbursed based upon submission of receipts. Modest tips may be included when eating at restaurants. Receipts from restaurants where a tip has been given must have the itemized receipt as well as the credit card slip which shows the total amount including the tip.

Expense Claim Submission & Payment

Expense claims should be completed in full and forwarded to the General Manager - Mike Edwards mike.edwards@telemarknordic.com - for review, approval, and payment.

Expense claims must include:

a. **A copy of the completed and signed Telemark Expense Form (v. Feb 2023) -** Claims should be submitted via email in either .xls or .pdf file formats. Signed paper copies of the completed expense claim are also accepted.

b. **Scanned copy of all receipts in .pdf format -** Original receipts may also be submitted. Please note credit card slips or statements are not accepted as receipts. Full receipts which show GST and the items or service purchased must be submitted.

Ideally the Expense Claim and receipts are all submitted as one .pdf document.

Telemark pays by direct debit through our payment service "Plooto". Shortly after submission of the expense claim you will receive an email from Plooto. If it is a first time expense claim there will be instructions to set up the direct deposit. If you have already been set up the email will just be notice of a deposit.

 Expenses will be paid on the following schedule:

- o Submitted by 24th of the month → direct deposit approx. 1 week later.
- o Submitted by 9th of the month → direct deposit approx. 1 week later.