

## Adjustment of Per Diem and Mileage. Adjustment to Policy 5.10.4 Expenses

### EXPENSE CLAIM POLICY

The guidelines contained in this policy apply to expenses that may be incurred by individuals while carrying out duties on behalf of RGA including meetings, clinics, workshops, judging assignments and the like. This policy does not apply to expenses for events such as major competitions; allowable expenses for major events are considered on a project by project basis in relation to RGAs annual budget.

#### GENERAL

Expense claims must be submitted **within 30 days** following the completion date of the activity. Expense claims after this deadline will not be reimbursed. Expenses, which are not substantiated by receipts, will not be reimbursed. All receipts should show applicable GST. Expenses, which are beyond the stated maximum, will be reimbursed only to the maximum allowable claim. Expense claims for courses, etc. must be authorized by the Board Chairperson for that committee. Expense claims for judging must be authorized by the Judging Chair.

#### ALLOWABLE EXPENSES

##### 1. Air Travel

The ticket stub, boarding pass and/or electronic ticket confirmation should be attached to your expense claim.

##### 2. Ground Transportation

- If you live **further than 30 km** from the site of the activity you can claim mileage at the corresponding rate according to chart on the right. This mileage may also be claimed if you reside further than 30 km from the airport from which you are departing. Parking will also be paid for individuals driving to the meeting/event. Mileage claims for inter-city driving will be calculated according to the mileage chart.
- Mileage for travel within a city will not be reimbursed.
- Fares for airport bus or the equivalent of that fare (if you choose to take a taxi) will be paid where this is available. Taxi fares, which exceed the airport bus fare, will only be reimbursed to the value of the equivalent airport bus fare unless justification is provided, such as shared taxi fare would be less expensive than bus fare.
- Parking will be paid for residents of the city in which the event is taking place but you are encouraged to seek free parking whenever possible.
- Receipts for ground transportation (except mileage) must be attached.

##### 3. Meals

- Out-of-town participants are allowed \$40.00 per day. Partial days are broken down as follows:  
Breakfast.....\$ 8.00      Lunch.....\$ 11.00      Dinner.....\$21.00
- In town residents may claim lunch or dinner if the activity is in progress before and after the mealtime. Otherwise claims for meals will not be allowed. Breakfast claims from local residents are not allowed.
- Out-of-province participants are allowed \$45.00 per day. Partial days are broken down as follows:  
Breakfast.....\$ 10.00      Lunch.....\$ 12.00      Dinner.....\$23.00

**NOTE: At competitions where three meals for judges are confirmed to have been offered, a maximum of \$15 per day will be provided for additional food and drink.**

- ##### 4. Accommodation: Payment will be made for room charges only. You will normally be requested to pay any restaurant, bar, movie, telephone or miscellaneous charges. If you pay your room charges, receipts must be attached to your claim. The Federation's policy is to provide 'double occupancy' accommodation. Anyone requesting 'single occupancy' or wishing to bring their spouse must be prepared to pay any additional costs. In some instances this may mean that the entire accommodation costs will be borne by the individual. For example, if there are ten participants requiring accommodation RGA will pay for five double rooms; if an individual demands a single room they will have to pay for it themselves.

**Accommodation in Private Homes:** People traveling on behalf of RGA often stay in private homes to save money, but do not have receipts for food or the expenses that occur as a result of being a guest. A statement of accommodation will entitle RGA members to access \$30 per day.

##### 5. Honorarium

Honorarium for various positions may be claimed according to the rates approved by committee chair people, board members, or the approved Policies and Procedures.

##### 6. Administration

Telephone, postage and shipping expenses may be claimed for approved activities only. Whenever possible, calls should be made during the most economical time period. Letters and parcels should be shipped by the most economical means, unless requested by recipient who has agreed to cover additional charges. Receipts or copies of telephone bills must be submitted with such claims.

##### 7. Extraordinary Expenses

Occasionally, RGA representatives may incur expenses that are not otherwise provided for in this policy. In such cases the Executive Director or Financial Director shall have discretionary authority to allow such expenses to be claimed. Normally, approval for such claims must be requested in advance.

NOTE: Car Pooling is expected. RGA reserves the right to decline mileage claims if reasonable efforts are not made to carpool

| # of ppl driving to the event along the same route | # of people in vehicle including driver |         |         |         |
|--|---|---------|---------|---------|
|  | 1                                       | 2       | 3       | 4       |
| 1  | 0.35/km                                 | NA      | NA      | NA      |
| 2  | 0.18/km                                 | 0.35/km | NA      | NA      |
| 3+   | 0.18/km                                 | 0.26/km | 0.35/km | 0.35/km |

