



Alberta Racquetball Association

TRAVEL & EXPENSE REIMBURSEMENT POLICY

Policy Established: November 2, 2017

Policy Last Revised: August 20, 2022

Policy Objectives

The purpose of this policy is to outline requirements and limits governing travel and the reimbursement of related expenses.

Scope

This policy applies to all persons traveling on approved ARA business or via ARA funding, including board members, volunteers, staff, athletes, officials, and coaches, heretofore referred to in this policy as "Traveler(s)".

Definitions

Direct travel expenses: Expenses that are directly related to the travel and event in question for the Traveler only, including transportation (flights & checked luggage fees, rental car, gas, or mileage), meals, accommodations, and event registration fees.

Flight equivalency: The Association deems flights to be equivalent in value if their difference does not exceed \$100.

Travel Policy

- Travelers will be compensated for their direct travel expenses related to attending ARA-approved events.
- Approval for event attendance must be granted by the ARA in advance of the event in question.
- All expense claims will be carefully reviewed by the ARA to ensure they are in accordance with this policy.
- Only expenses accompanied by original receipts will be reimbursed, including expenses for meals.
- Unless Travelers are advised well in advance of the event, that Group Travel for Team Alberta has been arranged, Travelers are responsible for their own travel arrangements, which are made at their own expense.
- Travelers will be reimbursed as per the terms contained in the Athlete Funding Policy.
- Unless Group Travel for Team Alberta has been arranged, Travelers must make the most direct, practical, and cost-effective travel arrangements.
- The Association understands that the most direct, practical, and cost-effective travel

arrangements for an individual may not be the same as for a group. In the event that

Travelers travel with non-funded individuals (family, friends, etc.) whose presence impacts the travel arrangements, the Association will limit reimbursement to the estimated cost of the most direct, practical, and cost-effective travel arrangements for the Traveler.

- Example 1: Traveler X is attending Tournament Y and can fly to the event for \$500. Traveler X's spouse wants to attend - their combined flight cost would be \$1000 so they opt to rent a car and drive to the tournament instead, which costs \$800. Traveler X should only claim \$500 on their Expense Form.
- Example 2: Traveler X is attending Tournament Y with their parents. Traveler X can fly to the event for \$650 and have the tournament shuttle take them from the airport to the hotel, for a total of \$650 for the Traveler, and \$1950 total for the family. Traveler X and their parents opt to fly to a nearby airport for \$500 per flight but must rent a vehicle for \$300 to drive from the airport to their hotel and back, for a total of \$800 for the Traveler and \$1800 for the family. Traveler X should only claim \$650 on their Expense Form.

Expenses - Transportation (Vehicle)

- Travel using a personal vehicle for return trips are reimbursed at a rate of \$0.50 per kilometer but will not exceed the equivalent flight cost.
- Gratuities may be paid on taxi services, and the ARA will reimburse to a maximum of 15%. The gratuity amount must be clearly visible on the receipt and the Expense Form submitted.
- Travelers renting a vehicle at the event destination for Airport to Hotel & Hotel to Event and return, do so in their own name and assume the risk. The ARA will reimburse the cost of the rental, fuel, and the Loss Damage Waiver.
- Carpooling with other Travelers attending the same event will be coordinated & organized whenever possible. Travelers may contact the Association for assistance in organizing carpooling and/or Team Alberta will advise Travelers of arrangements in place.
- When claiming any vehicle expenses be it for carpooling with other Travelers, only the driver of a personal vehicle or renter of a rented vehicle may make a claim for reimbursement.
- In the event that a Traveler carools as a passenger with a non-approved or non-funded traveler, the Traveler may contribute to the driver's expenses up to a maximum of 50% of the listed limits.
- It is understood that if the Traveler is a passenger with a non-approved or non-funded traveler, the liability lies solely with the Traveler.
- Expense receipts as well as a receipt for payment to the driver (handwritten is acceptable) must be submitted, as per the Athlete Funding Policy.
 - Example 1: Traveler X carools in the rented vehicle of a friend to attend Tournament Y. Total expenses for gas and the rental (not including insurance) come to \$250. Traveler X pays \$125 to the friend. Traveler X includes with their Expense Form the receipts for gas, the car rental, and the \$125 payment to the friend.
 - Example 2: Traveler X carools in the personal vehicle of a friend to attend Tournament Y. The return trip is 150 km, for a total reimbursement

allowance of \$75. Traveler X provides \$32.50 to their friend and includes with their Expense Form evidence of the trip distance and a receipt for the \$32.50 payment.

Expenses - Transportation (Air)

- In all cases, the ARA will strive to book group air travel for the Provincial Team
- Travelers may claim the expense of one (1) checked bag for all flights.
- Economy class airfare or its equivalent should be selected. Travelers who opt to fly in an upgraded cabin class do so at their own personal expense - only the cost of the economy-level ticket will be reimbursed.
- Travelers who wish to extend their trip to include personal time, or fly to/from a destination that is not their home city are free to do so as long as the modified itinerary is equivalent to the cost of the itinerary without such modifications. Travelers may still make such adjustments to their itinerary if there is a difference in cost but will be responsible for said difference. Travelers should include evidence of the flight equivalency/variance along with their Expense Claim.
- Travelers should make flight arrangements at least 6 weeks in advance of the travel event. Prices for flights will be evaluated and used for comparison when evaluating expense claims based on a 6-weeks in advance time frame.

Expenses - Meals

- Travelers may claim a \$50/day per diem for each day of the event without the need to provide receipts
- Travelers may claim an additional \$50/day per diem for 1 day on either end of the event to account for travel, provided it can be substantiated through airline tickets or other documents.
- Pre-departure and post-return per diem rates are ineligible.
- Travelers who extend their trips to include personal time may not claim a per diem.

Expenses - Accommodations

- Wherever possible, travelers should stay at the event's host hotel.
- In the event that travelers stay at an alternative hotel, travelers will be reimbursed to a maximum of the nightly host hotel rate.
- In all cases, it is expected, where appropriate that members of Team Alberta will room together.
- Accommodation reimbursement is based on the number of room occupants, with a minimum of double occupancy.

Ineligible Expenses

The following expenses are ineligible and will not be reimbursed:

- Alcohol
- Valet parking

- Travel insurance
- Entertainment
- Dependent care
- Laundry or dry-cleaning services
- Long-distance phone, data or roaming charges
- Damage or other extraneous accommodation charges
- Expenses to upgrade airfare class, make advanced seat selection, change, or cancel flights
- Transportation expenses unrelated to the ARA-approved event, e.g. trips to the shopping mall, museum, or other tourist destination.
- Indirect tournament expenses, such as court fees, trainer fees, etc.
- Independent transportation arrangements to and from the airport or to and from the event venue from the host hotel when event shuttles are provided.

Restrictions and Exceptions

- Travel expense limits may be superseded by limits set specifically for the event in question. This will be announced to the Travelers in advance of the event, by the Board of Directors and/or Provincial Head Coach.
- Expenses submitted for ineligible expenditures will not be included in the total expenditures calculated and reimbursed.
- Expenses exceeding set limits will not be reimbursed.
- For Travel and Accommodation Expenses, credit card payment slips are not original receipts and need only be submitted in cases where the total on the original receipt and the credit card slip vary, for example in the instance of a tip added on to a bill.
- Permission may be granted for a Traveler to claim expenses that are otherwise inadmissible as per the ARA's Travel & Expense Reimbursement Policy and the Athlete Funding policy or to exceed expense limits. This will be rare and for extenuating circumstances and permission must be sought and granted by the Association in advance of the event in question and will be approved or denied based on the presence of extenuating circumstances.
- For airfare, car rental and accommodation, in the event that the original receipt is lost and cannot be submitted to the ARA, the Traveler should submit other evidence to support the expense. The Association will review this evidence and approve or deny the claim on a case-by-case basis.
- Whereby it is determined by the Association that the Traveler did not make the most direct, practical, and cost effective travel arrangements, the Association reserves the right to limit reimbursement to the estimated cost of the most direct, practical and cost effective travel arrangements.