

## Hockey Dieppe Memramcook travel and expense policy

**Policy approved date:** May 11 2022

**Approved by:** Hockey Dieppe Memramcook Board of Directors

**Last Updated:** May 11 2022

### Background/Purpose

The purpose of this policy is to provide information and guidelines for travel and expense reimbursement for employees and board members of the Hockey Dieppe Memramcook organization ("HDM") when they are authorized to travel.

### Travel Authorization

The HDM board of Director has the responsibility to authorize and determine when HDM travel is necessary. HDM related travel shall be authorized in advance in writing to ensure that all travel arrangements are in compliance with the provisions of this directive.

**Local travel** (Greater Moncton Area) A travel allowance will be allocated to the 2 HDM employees by a rate of \$65 per month for all travel within the Greater Moncton area.

Local travel required by a ~~by employees or~~ Board member shall be authorized in advance by another ~~by one~~ Board member. Approval can be provided for individual travel or a series of travel, such as for monthly recurring meetings. A board member cannot approve their own travel.

**Travel within New Brunswick** by employees or Board member shall be authorized by two Board members. Approval can be provided for individual travel or a series of travel, such as for monthly recurring meetings. A board member travelling cannot be one of the approvers.

**Travel outside of New Brunswick** by employees or Board member shall be authorized by the HDM Board of Directors. In instances where travel by the employee or board member will be reimbursed by another entity, travel approval is not required.

### Reporting requirements

a. Format and timing: Expenses must be submitted for approval, on a signed expense report, within 30 days of being incurred and they must be supported by allowable detailed receipts.

b. Approval: An executive member of The Board of Directors "Board" must approve and sign employee and board member expense reports before reimbursement of expenses. Expense reports over \$2,000

must be approved and signed by 2 members of the board (only 1 needs to be an executive member)

## **TRANSPORTATION**

The selection of the mode of transportation shall be based on cost, duration, convenience, safety and practicality. In addition to provisions outlined below actual expenses associated with the selected mode of transportation shall be reimbursed. Such expenses include:

- seat selection fee for commercial, private and/or chartered carriers;
- airport improvement fees, not otherwise paid (e.g. prepaid as part of the fare);
- airport departure tax, not otherwise paid;
- miscellaneous charge order, for excess baggage/excess weight for commercial, private and/or chartered carriers (written explanation also required);
- public carrier ticket "change fee" for legitimate authorized official government purposes; and
- legitimate, mandatory transportation service charges and fees, incurred while in travel status, not otherwise paid (e.g. docking fees, road/bridge tolls, ferries and other transportation service charges/fees).

### **Air travel**

#### **Airfare purchases**

Air travel is not expected to occur on a regular basis and therefore all airfares should be pre-approved by an executive member and a second member of the Board prior to being booked. All airfare is expected to be booked at the most direct and economical airfare. The following guidelines should also be considered;

#### **Guidelines**

1. Employees and Board members are not permitted to select a specific carrier for travel reward benefits if another carrier is offering a lower fare.
2. Whenever feasible, employees and Board members should book air travel at least three (3) weeks in advance (and no later than seven days prior) to obtain the best available pricing and selection.
3. Where appropriate, business trips/meetings should be combined.
4. Booked fares with Air Canada should be at Flex Fare rate. Booked fares with WestJet should be at lowest cost available fare class. (Business class or above is not allowed)
5. Any cancelled tickets must be used for travel related to HDM activities within the time allocated.
6. HDM will reimburse employees and Board members for the airline fee associated with pre-booking a standard seat. Any upgrades to premium seats are a personal expense.

7. Travel of accompanying persons is a personal expense.

8. Frequent travel programs. Employees and Board members are entitled to rewards and benefits received through frequent travel programs. The selection of airfare, however, should be based on lowest available cost and service needs, not on potential benefits received.

9. Airport parking and mileage cost should be considered when it can be shown to be more economical than the cost of return taxi fare. Actual parking charges for length of stay at the airport are chargeable at cost incurred. Economy parking lots are to be used (provided security and safety makes it reasonable).

### **Car rentals**

1. Economy, compact and mid-sized cars (including hybrids) must be reserved unless the size of the group makes this option impractical. Luxury or premium vehicle rentals are prohibited unless offered at no additional cost to the employee or Board member.

2. Car rentals are to be returned with full tanks of gas to avoid premium refuelling charges.

3. Parking tickets and traffic violations will be the responsibility of the employee/Board member and cannot be submitted for expense reimbursement.

4. A Loss Damage Waiver (LDW) should be purchased unless it is already provided by your credit card or personal automobile insurance policy.

5. Employee/Board member should do a thorough check of the vehicle for any damage before driving off the rental lot and ensure that any such damages are noted by the rental company.

### **Personal vehicles**

1. Employees/Board members are only authorized to use their own vehicle when they have both a valid driver's license and comprehensive auto insurance. Employees/Board members are required to carry at least \$1,000,000 coverage of personal insurance and must advise insurance providers that personal vehicle will be used for business purposes.

2. Where employee/Board member are involved in an accident while using a personal vehicle for business purposes the insurance deductible is the sole responsibility of the employee/Board member.

3. All tolls and parking associated with business will be reimbursed with a receipt. In the absence of a receipt, a detailed description of incurred costs must be provided.

4. Valet parking will not be reimbursed. Any damages and/or theft to vehicles used for business purposes, along with any associated increase in premiums, are the responsibility of the driver and cannot be submitted for expense reimbursement.
5. Employees/Board members travelling by automobile should, where practical, travel together to minimize vehicle use.
6. Parking tickets and traffic violations will be the responsibility of the driver and cannot be submitted for expense reimbursement

### **Mileage reimbursement**

1. The current mileage reimbursement rate is as set out in appendix A. This allowance represents the cost of fuel, insurance, oil, maintenance, repairs, depreciation, and other normal operating costs.
2. Commuting from your principal residence to your regular business office is not considered a reimbursable expense.
3. Trips from home to the airport are considered a reimbursable expense.

### **Hotel accommodations**

#### **Guidelines**

1. It is the employee/Board member's responsibility to cancel room reservations within the allowable time frame (without incurring penalty).
2. Employee/Board member must obtain a cancellation number in case of discrepancy.
3. Chargeable "no shows" (includes hotel, bus, meals) will not be a reimbursable expense.
4. The standard for accommodation is a single room, in a safe environment, conveniently located and comfortably equipped. Upgraded accommodations are not an allowable expense unless provided by the hotel at no additional charge to the standard room rate.

### **Meals and alcohol**

#### **Travel**

Where employees/Board members are required to travel overnight a claim of a flat rate allowance will be allowed as set out in appendix A. Receipts are not required.

Where an employee/board member incurs a meal cost that are higher than the established meal allowances in situations outside their control, the actual and reasonable expenses incurred shall be reimbursed, based on receipts.

For any other reimbursement of meal expense a receipt shall be submitted to the board for approval

#### Business Meals and Entertainment

From time to time, employees or Board members may be required to incur meals and entertainment expenses for an activity that is to the benefit of HDM. As these activities are not expected to occur on a regular basis, prior to the expense being incurred, the activity must be approved by an executive Board member. If the cost of the activity is expected to be greater than \$500, pre-approval from 2 members of the board (only 1 needs to be an executive member) is required. A board member in attendance at the activity cannot be one of the approvers.

**Alcohol** – [Alcohol expenses shall not be reimbursed, except for special occasions or exceptional circumstances approved by the Board.](#) For any reimbursement of alcohol expense a receipt shall be submitted to the board for approval.

#### Employee/Board member Meals

When employees are required to work beyond their normal working hours, actual and reasonable cost of meals incurred will be reimbursed to a maximum of \$25 per meal. No pre-approval is required for HDM sanctioned events outside of regular working hours. For any other event approval from a board member is required.

#### Apparel and Equipment

Yearly new apparel and equipment request for employees and board members must be presented to the board for approval.

#### Gifts and other expenses

All other request for gifts and other expenses not captured by the budget must be submitted to the board for approval.

### **HDM CREDIT CARDS**

Only employees will be permitted to use the HDM Credit Cards for [the reasonable costs of recurring expenses, including items such as:](#)

- a) ~~Paying HDM bills. EX:~~ Teamsnap, Maritime Sports, TeamGenius, Dupuis Printing, Four seasons Trophy
- b) Paying offices supplies EX: Staples, Walmart
- c) Meals for evaluators during Tryouts and evaluations.
- d) Meals for volunteers and employees during tournaments
- e) Paying HDM cellular phones bill

Before using HDM credit card the following approval guidelines need to be followed, if not previously approved:

- Treasurer and employees will need to abide by spending guidelines.
  - From \$0 to \$150 no approval needed
  - From \$150 to \$500 need approval from either President or treasurer  
(If Treasurer, need approval from President)
  - From \$501 and up need approval from Board of Directors.

HDM credit card can be used to pay invoices in excess of \$500 when goods have been received with approval of the treasurer.

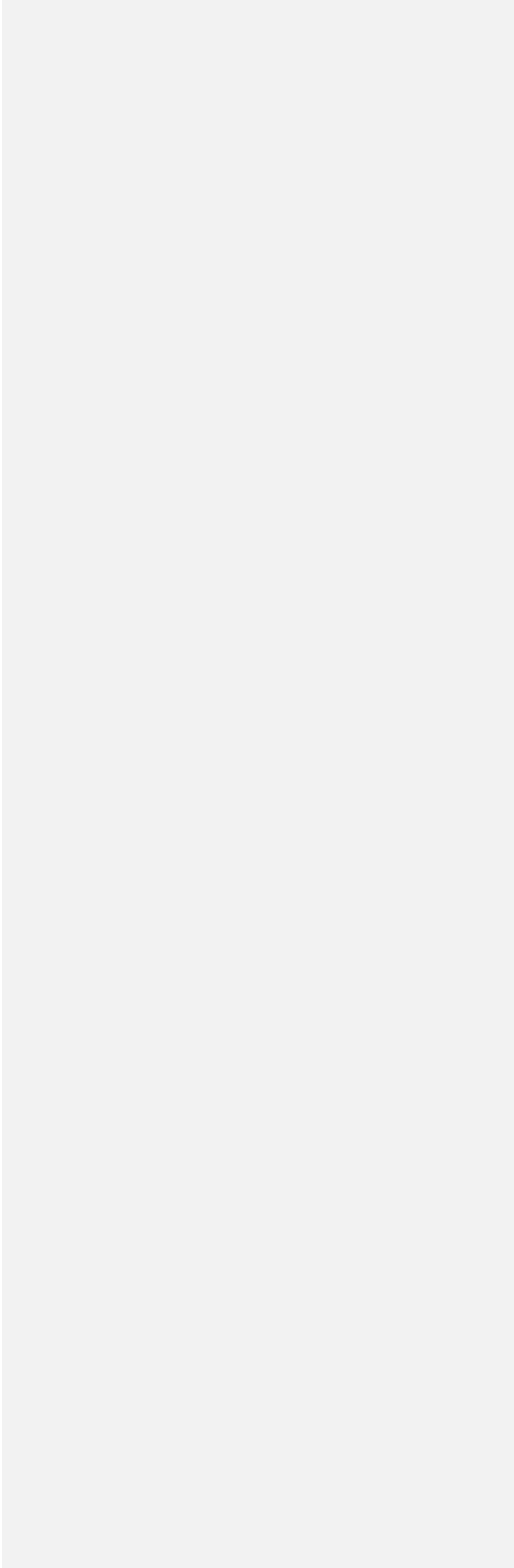
[HDM credit card shall not be used for personal purchases not associated with the activities of Hockey Dieppe Memramcook.](#)

[Any users of HDM Credit Card will be required to sign an agreement as set out in Appendix B](#)

**APPENDIX A**

Meal and mileage allowances

Breakfast	\$15
Lunch	\$20
Supper	\$30
Mileage	\$0.52 per km



**APPENDIX B – Agreement for the use of HDM Credit Card**

I, \_\_\_\_\_, of the city of \_\_\_\_\_, New Brunswick, do hereby agree and acknowledge that I have read and understood **Hockey Dieppe Memramcook travel and expense policy** and that I will use HDM Credit Card in full compliance with the guidelines set out in such policy.

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I further agree that I will not use the HDM Credit Card for personal purchases not associated with the activities of Hockey Dieppe Memramcook, and hereby undertake to reimburse to Hockey Dieppe Memramcook any credit card purchases which are made in violation of the **Hockey Dieppe Memramcook travel and expense policy**.

\_\_\_\_\_  
**Witnessed by:** \_\_\_\_\_ **Employee name:** \_\_\_\_\_

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