



3. Finance

No: 05

Policy Title: Expense Reimbursement
Date Approved: March 28, 2001
Revision 1: June 8, 2004
Revision 2: July 12, 2006
Revision 3: May 14, 2007

I – POLICY

It is the policy of the NSCA to reimburse elected directors, umpires, course conductors, and bona fide members of recognized committees for reasonable out-of-pocket expenses incurred in carrying out authorized business of the association. Reimbursable expenses include those for travel, parking and tolls, meals and sundries, and services or materials purchased for the direct benefit of the association.

II – PROCEDURE

Travel to and from approved association events is compensated at the lesser of the cost of using one's personal vehicle or rental of a vehicle at the preferred rates enjoyed by the NSCA. If use of the lower cost alternative is not possible, authorization should be obtained before travel is made. Where costs are reasonably the same, either method may be used.

The use of a personal automobile is compensated at the mileage rate set at 75% of the provincial rate as of April 1st and remains in effect for the fiscal year. Any change to this policy requires approval by the Board of Directors. Mileage reimbursement shall not exceed the cost of renting a vehicle in accordance with the following paragraph.

The use of a rental vehicle provided at rates available and approved by the NSCA will be compensated at the amount billed. Fuel and insurance costs incurred, in conjunction with an authorized rental, are also reimbursable. Where the cost of renting a vehicle will exceed the cost of using one's personal vehicle, the lower cost alternative should be used.

The costs of meals and refreshments within Nova Scotia are covered up to \$25.00 for each full day spent on association business. For out-of province travel the meals and refreshments allowance is \$40.00 per full day. These amounts are pro-rated for less than complete days. Reasonable costs of parking and tolls are reimbursable expenses.

The costs of other services and materials purchased for the direct benefit of the association are reimbursable expenses.

Out-of province travel shall be at the rates arranged by the CCA.

Receipts must be provided for accommodation, car rentals, insurance and fuel in conjunction therewith, and other direct purchases; meals, tolls & parking fees, where possible.

Directors shall submit their expense claims to the Executive Director within 30 days of being incurred.

Committee members, umpires, course conductors, etc. shall submit their expense reports to the responsible Director for authorization within 30 days of being incurred. The Director shall review and authorize the expenditure and forward to the Executive Director for payment.

The Treasurer shall review all expense claims for compliance with this policy and shall resolve any variations with the claimants.

No expense claim in excess of the approved budget shall be paid without the prior approval of the Board of Directors.