



**Climbing Escalade Canada
("the Corporation")
Travel Reimbursement Policy**

1. PURPOSE

- 1.1 This policy is intended to set out reimbursement rates for Climbing Escalade Canada (CEC) staff, contractors and volunteers attending events on behalf of CEC, so that everyone is aware of expenses that are reimbursable and the process to reimburse the expenses.

2. SCOPE

- 2.1 This policy applies to CEC events, and non-CEC events where a staff person, contractor or volunteer (CEC representative) is representing CEC.

3. PRINCIPLES

- 3.1 To provide clear information on reimbursement rates and process.
- 3.2 To provide fair reimbursement.

4. APPROVAL

- 4.1 Expenses from an approved CEC budget are considered pre-approved for the responsible staff member. If an eligible expense requires approval or pre-approval, then the following persons are able to grant approval of an expense:
- 4.1.1 CEC Executive Director: All expenses
 - 4.1.2 CEC Events Coordinator: Officials (judges/setters) expenses and event volunteer expenses
 - 4.1.3 CEC High Performance Director: National team staff and volunteer expenses
- 4.2 When pre-approval is required, it must be obtained in writing (email is acceptable) before the expense is incurred or it might not be reimbursed.

5. ELIGIBLE EXPENSES

5.1 Accommodations:

CEC representatives are entitled to have accommodation costs reimbursed by CEC provided the following guidelines are followed:

- 5.1.1 Accommodations must be no more than \$149.00 per night before tax for a room. Staff member responsible for a budget may approve a higher amount based on available local rates. Proposed accommodations must be pre-approved.
- 5.1.2 CEC representatives are expected to share accommodations with at least one other person of the same gender identity when multiple people require lodging at the same

event. CEC representatives may choose to share a room with another volunteer or staff of the opposite gender identity but are not required to do so. If there is an odd number of CEC representatives of either gender identity, CEC will cover the full cost of up to one single room per gender identity.

- 5.1.3 Those who prefer to have a single room instead of sharing a room may opt to pay for half the cost of accommodations and claim the other half of the accommodation costs.
- 5.1.4 CEC will cover any reasonable parking expenses associated with staying at a hotel. Valet parking will not be covered unless no other option is available.
- 5.1.5 Generally, CEC representatives are responsible for all incidental expenses incurred while staying at a hotel. If an incidental expense is incurred in the course of performing approved duties (e.g. a phone call with the head judge, events coordinator, etc.), the CEC representative may submit the expense, however, it will require formal approval before being accepted as an expense.

5.2 Travel Expenses:

Expenses related to travel are eligible for reimbursement from CEC.

- 5.2.1 Driving a personal vehicle. When driving a personal vehicle, the following expenses are fully reimbursable when directly related to attending a CEC event: gas expenses, parking at hotel and competition venue, road tolls and ferry costs.
- 5.2.2 Driving a personal vehicle. The following costs are not eligible for reimbursement: parking fines, traffic violation or towing charges and similar charges.
- 5.2.3 Bus, train and flights. Bus, train and flight costs are eligible for full reimbursement by CEC. These expenses must be pre-approved by the CEC Executive Director, Events Coordinator or High Performance Director. Generally, a budget will be provided for the CEC representative to book travel arrangements within. Where possible, bus, train, and flights bookings should be made sufficiently in advance of travel to obtain advance purchase fares.
- 5.2.4 Air travel. Standard or economy class travel should be booked at the lowest fare available for the most direct route and must be pre-approved. Where possible, flight bookings should be made sufficiently in advance of travel to obtain advance purchase fares. CEC will cover the standard cost of the ticket and one piece of checked luggage, with excess luggage, upgrades, pre-seat selection, being the responsibility of the CEC representative unless required for the duties (e.g., excess luggage to transport required items).
- 5.2.5 Taxi, ride sharing services, and public transportation. Taxi, Uber and public transportation expenses for travel to the airport, train station or bus station for approved travel are eligible for reimbursement.
- 5.2.6 Rental cars. The use of a rental car to carry out duties requires pre-approval. CEC representatives requiring a rental vehicle are encouraged to book vehicles early at the lowest possible rate. Both the rental costs and insurance costs associated with an approved rental car are eligible for reimbursement. All damage to the rental vehicle is the responsibility of the renting CEC representative.
- 5.2.7 If a CEC representative is unable to attend an event after travel arrangements have been made, then the CEC representative is responsible for cancelling all travel arrangements. A travel credit should be obtained for future CEC related travel.

5.3 Food and Per Diem:

CEC representatives attending events on behalf of CEC may claim food expenses associated with attending the event.

- 5.3.1 A daily per diem of \$40/day will be included in the budget. Some roles do not receive per diem – representative should confirm with CEC’s responsible staff person.

5.4 Other Expenses and Variations:

Generally, all other expenses are not reimbursable. However, if any unforeseen expenses arise in the course of performing duties as a CEC representative, then an application for approval of expenses may be made. Additionally, if due to circumstances any part of the above policy cannot be met (e.g. A hotel room under \$149.00 is not available) then an application for approval of an exception to the policy guidelines can be made.

5.5 Personal Expenses:

Approved CEC representative travel and personal travel may be combined, subject to the following conditions:

- 5.5.1 Additional costs associated with extending a stay for personal reasons will not be reimbursed.
- 5.5.2 A spouse or partner may travel with a CEC representative, but the CEC representative is responsible for paying all travel cost and the spouse’s/partner’s portion of accommodations.
- 5.5.3 If the added personal travel expense is not easily distinguished from the expense of travelling for official duties due to a different travel route, then CEC will solely reimburse the direct travel cost of travelling between the CEC representative’s departure city and/or arrival city and the city of the event they are attending. In such a case, the cost for travel arrangements for the CEC representative will be calculated on the day that travel is booked through a quote or receipt. This amount will be subtracted from the total travel costs.

6. REIMBURSEMENT PROCESS

- 6.1 In order to claim reimbursement, the CEC reimbursement form must be filled out and submitted to the CEC Executive Director. This can be done by email at ed@climbingcanada.ca or by mail sent to Climbing Escalade Canada, 1438 Lassiter terrace, Ottawa, ON, K1J 8N3
- 6.2 Original receipts, where applicable, must be submitted with the CEC reimbursement form. The receipts may be submitted by being scanned and emailed or physically mailed in. In the event that an original receipt cannot be obtained, a credit card receipt may be accepted at the discretion of the CEC Executive Director.
- 6.3 Reimbursement forms should be submitted within 30 days of an event unless separate reimbursement arrangements have been approved by the CEC Executive Director. If forms are not submitted within 30 days of an event, reimbursement of expenses will be at the discretion of the CEC Executive Director.
- 6.4 Upon receipt of a reimbursement form, CEC will repay the representative for all eligible expenses within 30 days.
- 6.5 A group of CEC representatives may have one person collect reimbursement for all of the representatives. In such a case, consent must be passed on to the appropriate CEC approval person.
- 6.6 Advances of travel expenses generally will not be made, but can be requested. All requests should be made to the appropriate CEC approval person.
- 6.7 Travel expenses, such as flight costs, may be claimed after they have been paid for and before travel has taken place. If for any reason travel is subsequently cancelled, CEC representative will be responsible for cancelling the relevant travel arrangements and obtaining a refund or credit which will then be provided to the CEC.

- 6.8 Expenses in foreign currencies are converted to the Canadian dollar equivalent at the exchange rate that was in effect on the date that the expenditure was incurred.
- 6.9 CEC representatives may choose to donate any part of their reimbursement to programs.

Policy No. CEC-OP-10

Pages: 3

Original Version Approved: 2021/09/14

Current Version Approved: 2021/09/14

Date of Next Review: 2024/09