

Category:	All Silver Blades Skating Club Members
Title:	General travel by executive or coaches for club business
Approved By:	Silver Blades Executive
Effective Date:	November 2, 2015

PURPOSE:

To outline limits and reimbursement of travel allowances for executive members and coaches of the Silver Blades Skating Club when traveling for club business as requested by the club (eg. Skate Newfoundland and Labrador AGM). This does not apply to individual professional development.

POLICY:

Silver Blades Skating Club will reimburse executive members and coaches travelling for club business when requested by the club. Receipts will be required for reimbursement up to a designated maximum on the basis of 2 persons per room and 4 persons per vehicle in the following areas:

- up to \$40 per day for meals per person
- up to \$0.25 per kilometer for travel per vehicle as outlined above,
- up to \$125 per night for hotel accommodations as outlined above.

Individuals attending outside of the above indicated parameters will be responsible for incurring relevant costs.

PROCEDURE:

1. Club will request coach or executive to travel for business. Note that the club reserves the right to identify a maximum number of persons for each event to qualify for reimbursement as per policy.
2. All members should submit receipts and complete travel claim to the executive within one week of completing travel.
3. The treasurer will issue payment upon review of designated maximum as outlined above upon receipt of a travel claim.

KEYWORDS:

Travel
Mileage
AGM

FORMS:

Travel Claim form