



## **CONTRACTORS' EXPENSE POLICY**

To clarify and make consistent expense reimbursement for contractors working on behalf of Bobsleigh CANADA Skeleton, these policies are intended to assist BCS contractors and approving authorities with determination of reimbursable expenses, preparation of expense claims and provision of general guidelines on expense reimbursement related matters.

As a publicly funded national sport organization, BCS should endeavor to use its resources wisely and effectively. Contractors should exercise care and judgment when incurring expenses. Under no circumstances are personal expenses, personal travel expenses or personal entertainment expenses to be charged to any funds that are administered by BCS.

### **AIR TRAVEL REQUIREMENTS**

Whenever possible, contractors are expected to take advantage of advanced purchase excursion fares (TANGO, TANGO-PLUS), seat sales, etc. and should contact the Office Coordinator to assist with flight arrangements through the BCS designated travel agency. The maximum level of reimbursement should not exceed the equivalent of economy (TANGO, TANGO-PLUS) airfare by the most direct route. Contractors who have arranged fares at less than economy, e.g. excursion fares, which require staying over a Saturday night or longer than the event or meeting require, may claim the additional accommodation and meal costs, provided that there are overall cost savings when compared to flying on preferred dates at economy rates. These savings should be clearly outlined on an attachment that is provided to the signing authority. Additional airfare for stopovers and other costs that are not related to BCS business, or do not result in cost savings to the BCS, are considered to be personal expenses of the claimant.

Travelers who use e-tickets normally receive a fax or email that contains a "Passenger Itinerary/Receipt" as confirmation of their reservations that outlines the itinerary, cost and applicable taxes and fees from either the airline or travel agency. This "Passenger Itinerary/Receipt" should be submitted for reimbursement. For hardcopy tickets the original passenger copy of the ticket is required. If the "Passenger Itinerary/Receipt" or original passenger copy is unavailable, a written explanation for the absence of a ticket/receipt should be submitted to the signing authority, along with a travel agency invoice, credit card statement or other documentation that indicates the cost of the ticket. Where consolidator fares have been booked and the shown amount on the original passenger copy of the ticket or invoice is not the amount paid, only the actual out-of-pocket expense may be claimed.

### **PRIVATE AUTOMOBILE REQUIREMENTS**

Reimbursement for the use of private automobiles while on BCS business is based upon the number of kilometers driven, multiplied by the current rate of 36 cents per kilometer.

Where a private automobile is used, only one person may claim reimbursement of the rate per kilometer. Additional passengers traveling in the automobile may not claim a reimbursement per kilometer or the cost of equivalent public transportation.

In general, where a claimant travels by private automobile outside the province of Alberta, the expense claim is to be prepared on the basis of the lower of:

i) What it would have cost by equivalent economy (TANGO) airfare by the most direct route.

OR

ii) The automobile rate per kilometer plus accommodation and meals en route.

#### AUTOMOBILE RENTAL REQUIREMENTS

Automobile rentals, when necessary or cost-justifiable, are a reimbursable expense. Rented automobiles should normally be non-luxury and of standard, compact or sub-compact size. The claimant's original automobile rental and related gas receipts are to be submitted to the signing authority.

Where possible, contractors are encouraged to rent an automobile through the BCS's contracted vehicle rental agencies in order to take advantage of corporate or other reduced rates.

#### MEAL ALLOWANCE

Contractors are expected to take advantage of pre-arranged meals when participating in team situations and will not be reimbursed for out-of-pocket meal expenses, if they choose not to participate.

Actual out-of-pocket meal expenses (including gratuities) may be claimed without receipts for amounts not exceeding the following on a partial or full day basis. These payments will be made in the currency of the country where the expense occurred (CDN, USD or EURO):

- Breakfast        \$10.00
- Lunch            \$12.00
- Dinner            \$23.00
- Full Day         \$45.00

#### ACCOMMODATION REQUIREMENTS

Accommodation expenses are to be listed separately and in detail by day. The original receipts for accommodation (i.e., detailed hotel bill) must be submitted to the signing

authority. Credit card slips cannot be used alone for reimbursement, as they do not provide a detailed listing of charges. Accommodation receipts must indicate that payment has been made and/or that no outstanding balance remains.

BCS will only reimburse for the room and taxes. All incidentals are the responsibility of the contractor.

Contractors may contact the Office Coordinator to book hotels either within Calgary or as designated by BCS

#### MISCELLANEOUS TRAVEL EXPENSE REIMBURSEMENT

Taxi, Bus, or Train;

Taxi fares are a reimbursable expense. However, other less expensive forms of transportation should also be considered (e.g. airport/hotel shuttle service, bus, automobile rentals, etc). Original taxi receipts should be submitted to the signing authority. In cases where taxi receipts are not available (e.g. remote areas, foreign countries etc.) an explanation for the absence of receipts should be submitted to the signing authority.

Excess Baggage;

Necessary and reasonable, business-related excess baggage is a reimbursable expense. Approval in advance of the travel by the Bobsleigh or Skeleton Program Manager is desirable. Excess personal baggage is not normally a reimbursable expense.

Parking;

Hotel, airport and public parking expenses are reimbursable. Original receipts (where applicable) are to be submitted to the signing authority.

Computer Connections;

Actual costs of necessary and reasonable business computer connections are a reimbursable expense.

Gratuities;

Gratuities for meals are to be included in the cost of meals. Other tips and gratuities are not reimbursable.

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