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## BIATHLON BC TRAVEL ALLOWANCE POLICY

Generally accepted travel activities covered under the Travel Allowance:

- Travel required to conduct Biathlon BC (BiBC) business
- Travel required by coaching, wax and Team Manager staff for approved BiBC events. For example, nationals, camps, junior trials, BiBC designated NorAm races.
- Equipment transportation (test skis, waxes) at certain BiBC sanctioned events.

### **Applies to:**

1. BiBC executive members
2. Technical Delegates for BiBC sanctioned events
3. BiBC Coaching staff
4. BiBC Wax Technicians
5. BiBC Activity Manager

In some cases, volunteers may qualify for travel allowance (dependant on whether the activity falls within the activity guidelines). Athletes do not normally qualify for travel allowance.

### **General Principles**

- All requests for reimbursement pertaining to the activities, except for claim in accordance with the BiBC per diem rates, must be accompanied with relevant receipts.
- All persons travelling to a BiBC event must be prepared to travel to the event together if possible, but certainly on the same day in keeping with the schedule which has been predetermined for the project. All members of a delegation must also be prepared and committed to attend the event at least to the conclusion of the entire program which has been arranged by the host organization.
- BiBC has the ability to authorize special requests made on a case by case basis to allow spouses, parents or friends, who under special circumstances, may wish to travel or be accommodated with any Athlete, Coach, or Technical Support person at a training camp or competition. Requests must be submitted to the BiBC Treasurer well in advance of the travel time period in order to adjust the team logistics appropriately. Any additional costs incurred will be borne by the additional individuals.
- Legitimate travel costs incurred in the performance of BiBC business will be covered by BiBC. Where it is uncertain whether a cost is "legitimate", approval must be received in writing by the BiBC Treasurer in advance of travel.
- The standard of travel, accommodation, meals, etc, that is intended and that is covered by this policy is "reasonable", rather than "extravagant". BiBC's budget is finite, and the intent is to conserve limited resources for commitment to programs that directly support the achievement of BiBC's mission. Business class travel, luxury hotels and expensive restaurants do not fall within the parameters of this policy.
- This policy is under the purview of the BiBC Board; the Board has the authority to review and revise this policy from time to time as needed.

## Airline Travel

### 1. Airline tickets

- Reimbursement with receipt required. Flight bookings will be made with the most economical carrier, and bookings should be made well in advance to take advantage of seat sales that may be available. Individuals that are unable to make their arranged flight or who need to make changes must notify the BiBC Treasurer. Credit notes for cancelled tickets are to remain on file for future BiBC travel. Individuals who make changes to flight dates or times that are not at the request of BiBC will be responsible for the fee for changing the flight unless approved by the BiBC Treasurer.

### 2. Baggage fees

- Baggage fees not already included in the ticket purchase will be reimbursed upon presentation of receipts.
- Within Canada and Internationally – All travelers should check the current regulations of the airline they are travelling with to be clear on carry-on allowances, luggage costs, excess luggage fees and overweight or special equipment fees that the specific airline might charge, including but not limited to ski bags, rifles and ammunition.

## Ground Travel

### 1. Van/car rentals

- Rental vehicles must be equipped with M+S tires for winter travel from October 1 to March 31. Car rental collision/loss insurance must be purchased through the rental agency and registered drivers must be over 25 years age with a valid drivers license. Reimbursement will be for the cost of the rental plus any fuel receipts.
- BiBC is not responsible for any traffic violation tickets received during the use of a rental vehicle.

### 2. Personal vehicle use

- Individuals may elect to use a personal motor vehicle when this is more economical than air travel or rental vehicle. To protect BiBC's liability, the insurance policy on a personal motor vehicle must provide at least \$2 million third party liability coverage. BiBC insurance does not extend to personal motor vehicles and such insurance costs are the responsibility of the motor vehicle owner.
- The most economical use of the personal motor vehicle must be made through appropriate passenger utilization.
- Vehicles must be equipped with M+S tires for winter travel from October 1 to March 31.
- The current allowance given for the use of a personal vehicle is \$0.40 per km or by submission of fuel receipts.

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- This allowance covers the distance to and from the event or meeting by the most direct route, and travel associated with the event or meeting.
  - Reimbursable amounts are paid to the driver only. Passengers travelling in the motor vehicle may not claim mileage or the cost of equivalent public transportation.

**The following is not covered:**

- The cost of transportation of athletes to and from the event. If you were going to transport athletes or your child regardless to the event, the travel to and from the event is not covered unless approved in writing prior to the travel by the BiBC Treasurer.
- Other costs such as vehicle breakdown, damage, fines, etc.

### **Hotel Accommodation**

- Where possible shared room occupancy, on the basis of one bed per person, unless it is impossible to match schedules and genders.
- If a single room is requested, the individual will be required to pay the difference in cost associated with that single accommodation.
- Best rate, group rate or economy rate at the selected hotel.
- Occupancy from the night prior to the first official event date to the night before the last official event date. Exceptions will be made when departure travel is unavailable for the last event day. In that case, accommodation may be provided until departure can be made with approval of the BiBC Treasurer.
- Arrangements are subject to budget limitations.

### **Meals**

- When required to eat in restaurants while travelling reimbursement will be for the cost of a meal with a maximum per diem allowance of \$40 for every full day. For partial days (when travel begins or ends part of the way through a day, or when meals are provided at no incremental cost to the individual), the maximum meal allowance will be provided as follows:
  - Breakfast - \$8
  - Lunch - \$12
  - Dinner - \$20
- A meal allowance will not be paid when a meal is provided during an airline flight, conference etc.
- Where cooking facilities are available, an allowance may be provided to permit meals to be prepared.
- BiBC will not reimburse individuals for the cost of alcoholic beverages consumed when they are travelling.

### **Incidentals**

- A maximum daily allowance of \$10.00 will be paid for incidentals and miscellaneous expenses (tolls, phone calls, internet, laundry, printing) incurred during travel on behalf of BiBC. Receipts must be submitted in order to claim allowance.

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- Airport shuttles, taxis, parking fees will be reimbursed upon submission of the appropriate receipts. BiBC encourages delegates and staff to use public transport or share taxi costs where and when possible. Tips provided to the taxi driver are not acceptable expenses and must be paid by the individual as a personal expense.

### **How to apply**

- For an event such as nationals, camps etc., please submit appropriate documentation and receipts using a BiBC Expense Claim form for approval to the VP Programs; upon approval reimbursement will be made by the BiBC Treasurer.
- All other BiBC business, please submit appropriate documentation and receipts using a BiBC Expense Claim form directly to the BiBC Treasurer for approval and reimbursement.