

BIATHLON BC TRAVEL ALLOWANCE POLICY

Generally accepted travel activities covered under the Travel Allowance:

- Travel required by staff, board members, Technical Delegates, and contractors to conduct Biathlon BC (BiBC) business
- Equipment transportation (rifles, test skis, waxes) at certain BiBC sanctioned events.

In some cases, other volunteers may qualify for travel allowance. This requires pre-approval by the General Manager.

General Principles

- All travel expenses must be budgeted and/or pre-approved by the General Manager
- All requests for reimbursement pertaining to the activities, except for claims in accordance with the BiBC per diem and mileage rates, must be accompanied by relevant receipts.
- When driving, car pooling is highly recommended.
- 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 General Manager 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.
- All travel expenses must be approved before payment by the General Manager. Travel expenses from the General Manager must be approved by the Chair, before payment. The standard of travel, accommodation, meals, etc, that is intended and that is covered by this policy can be defined as “reasonable”, rather than “extravagant”.
- The BiBC 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. Lowest logical fare should be selected, balancing cost, convenience, and traveler well-being. Travelers are encouraged to be flexible with departure and arrival times to reduce costs.. Individuals who make changes to flight dates or times, or cancel flights, that are not at the request of BiBC will be responsible for the fee for changing the flight unless approved by the General Manager.

2. Baggage fees

- Baggage fees not already included in the ticket purchase will be reimbursed upon presentation of receipts.

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- 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 April 30. 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, insurance, and gas. Receipts must be provided.
- 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 April 30.
- The mileage allowance given for the use of a personal vehicle is \$0.50 per km.
- 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 General Manager.
- 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 may be required to pay the difference in cost associated with that single accommodation.

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- 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 General Manager
 - Arrangements are subject to budget limitations.

Meals

- Unless otherwise approved by the General manager and one board member, travel reimbursement will be by per diem. The maximum per diem allowance of \$50 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 - \$10
 - Lunch - \$15
 - Dinner - \$25
- A meal allowance will not be paid when a meal is provided

Incidentals

- 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.

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 General Manager upon approval reimbursement will be made by the BiBC Treasurer.