

# EXPENSE REIMBURSEMENT



## PURPOSE

The purpose of this policy is to outline the process used by Carstairs Minor Hockey Association (CMHA) to reimburse board members and team officials for expenses while representing CMHA.

## SCOPE

CMHA will reimburse board members and team officials for meetings and clinics attended while representing CMHA.

Reimbursement will be limited to mileage to and from the meeting/clinic at a rate of \$0.25 per kilometre. The cost of attending the meeting/clinic is also reimbursable providing that original receipts/invoices are supplied as part of the expense claim.

CMHA will not reimburse any other expenses such as meals or lodging without prior approval from the board.

All expense claims must be submitted within 30 days of attending the meeting/clinic if reimbursement is required. Any claims after 30 days will be put forward to the CMHA executive and a decision will be made.