

# EXPENSE REIMBURSEMENT



## PURPOSE

The purpose of this policy is to outline the eligibility and procedures for reimbursement of expenses incurred during the course of Association related activities by Board Members and Volunteers.

## SECTION 1 - ELIGIBILITY

1.1 The following individuals are eligible for reimbursement of expenses:

- a) Coaches/Team Personnel: Expenses related to:
  - a. Hockey Alberta Coaching Clinics
  - b. Respect in Sport Activity Leader
  - c. Criminal Record Vulnerable Sector Checks.
- b) CMHA Board Members: Expenses related to:
  - a. Meetings and clinics required for their Board position
  - b. Decisions of the Board funded through personal funds
  - c. Mileage to meetings required due to their Board position
  - d. Other expenses approved by the Board prior to the occurrence of the expense.

## SECTION 2 – REIMBURSEMENT AMOUNTS

2.1 The claimant will be reimbursed for the following amounts:

- |                            |  |
|----------------------------|--|
| a) Clinics/Courses:        | Actual Expense as per submitted receipt                                  |
| b) Criminal Record Checks: | Actual Expense as per submitted receipt if not waived by RCMP Detachment |
| c) Mileage                 | Province of Alberta Mileage Rates  |
| d) Meals/Lodging           | Actual Expense as per submitted receipt                                  |
| e) Other Expenses          | Actual Expense as per submitted receipt                                  |

## SECTION 3 – REIMBURSEMENT GUIDELINES

- 3.1 No other expenses will be reimbursed by the CMHA Board without prior approval.
- 3.2 All reimbursement requests must be submitted to the Treasurer, with applicable receipts, within thirty (30) days of the date of the expense. Any claims submitted outside of the thirty (30) day timeframe require CMHA Board Approval and are subject to denial.