

Ontario Association of Archers (OAA)

Travel Policies and Procedures

DATE OF ISSUANCE: April 1, 2019

APPLIES TO: All Archery Ontario Board of Directors/Athletes/Coaches/Judges/Team Leaders

PURPOSE: To define the OAA Travel Policies and Procedures

GENERAL

OAA Travel Policy provides for necessary and reasonable travel expenses incurred for authorized OAA business. The intent of these guidelines is that payment be fair, equitable, and efficient for both the traveler and OAA. These guidelines have been designed to be easy to understand and administer.

Expenditures of OAA funds for travel must occur in furtherance of the organizations mission, and a business purpose must exist for each instance of expenditure.

The traveler is responsible for reading and understanding this policy before planning and commencing travel for OAA. The traveler must complete and submit appropriate forms in a timely and accurate manner, accompanied by sufficient documentary evidence to demonstrate that the expense was incurred, reasonable, and business related.

When deciding whether to request reimbursement for an item, the traveller should be able to answer yes to each of the following questions:

1. Was the expenditure necessary to the conduct of OAA business?
2. Would a prudent employee have incurred this expense?
3. Did I spend this amount of money?
4. Is it reasonable to request and to expect travel reimbursement?

SCOPE

Applies to all travel expenses regardless of the source of funds. This travel policy applies to all OAA Board of Directors/Athletes/Coaches/Team Leaders/Judges/Volunteers traveling on or using funds administered by OAA.

Official travel is defined as movement on official business of the OAA from one's home or normal place of residence to another destination, and return from there either to one's normal place of residence, home, or next official business destination

PURPOSE

The purpose of these guidelines includes:

- Providing guidance to travelers, travel arrangers, approvers, and auditors on cost effective management of travel expenses.
- Defining the responsibility and accountability of the traveler and the Board of Directors for OAA business travel.
- Defining the consequences of not adhering to the guidelines.
- Setting the rates of reimbursement for travel on OAA business.

AUTHORIZATION AND RESPONSIBILITY

A traveler on OAA related business has the responsibility to act prudently and incur expenses that are necessary, appropriate, and reasonable. Travel arrangements should use the most cost-effective means available to meet the programmatic requirements of the

trip. The traveler is responsible for prompt submission of travel-related expenses. Authority and responsibility for approval and control of travel rests with the Board of Directors. Travel expenses are payable only when required approval(s) are appropriately obtained. Prior to travel, the traveler must receive Board of Director approval. If approval is not received, expense will not be reimbursed.

ACCOUNTABILITY

Travelers are liable for overpayments that may be discovered in a post-audit review. Discovery of fraudulent practice by travelers while on authorized OAA business is cause for dismissal as well as other consequences that may be determined.

All persons traveling on behalf of OAA and those who approve expense reimbursements are responsible for knowledge of OAA travel policies and procedures.

All travel expenses are subject to audit by OAA and external auditors.

EXPENSE RATES

Travelers are expected to utilize the least expensive, most direct, and efficient means of transportation available. This includes rental vehicles, taxis, and transporter services. Groups traveling to the same destination should consider sharing ground transportation when possible. Expenses will be reimbursed according to the following tables. Archery Ontario will not reimburse for costs above the specified rates.

Board of Directors/Team Leaders/Judges

Expense	Rate	Notes
Travel - Mileage	\$0.40 per Kilometer	Round Trip Kilometers, Less 50 Km to Determine Total
Per Diem - Judge	\$50.00 per Day	
Per Diem - Board of Directors Meeting / AGM	\$25.00 per Day	Travel Must Exceed 100 KM one Way
Per Diem - Team Leader - OAA Team	\$25.00 per Day	Travel Must Exceed 100 KM one Way
Per Diem - Team Leader - OAA Team - Event/Team Banquet	\$40.00 per Day	Day of Banquet(s)
Accommodations	Maximum - \$150.00 Per Day	Board of Direct approval required to exceed \$150.00
Air/Rail Travel	Lowest Economy Fare up to \$500 return. Must include boarding pass to seek reimbursement.	Board of Direct Approval Required
Car Rental	Compact Car - If Van required for Teams, Board of Director approval required. Mandatory - Proof of proper insurance by driver and signed forms by participants 18 (and over) and/or parents of participants 17 and under.	Mileage is not to be Claim For Rental Car. Board of Director Approval Required for Vehicles Larger than Compact

Team Athletes

Expense	Rate	Note
Tournament Registration	\$120.00	Per Diem Amount for the Registration at a National Event
Event/Team Banquet	\$25.00	Daily Per Diem Amount for each day that includes a Banquet
Daily Meal Per Diem	\$50.00	Daily Per Diem based on the number of days for the event. The number of days for Official Scoring
Car Rental/Taxis/Shuttle	N/A	Event travel will be arranged and paid by the OAA
Transportation	N/A	Athletes are Expected to Arrange and Pay for transportation to the Destination City
Accommodations	N/A	Arrangements for Accommodations and Cost will be the responsibility of OAA. Reservation made by team captain under/on OAA credit card (2 athletes – 2X double bed = double occupancy)

TIMELINESS

All travel expense reimbursements to travelers must be accounted for within a reasonable period of when the expense was incurred. Accordingly, to be considered timely, all reimbursement requests should be received within 30 days of when the expense was incurred.

Travel expenses submitted that are not properly approved or that do not include appropriate documentation will be returned to the traveler for correction. If receipts are lost, the traveler should obtain a replacement receipt to accompany the travel request.

SPOUSAL TRAVEL/DOMESTIC PARTNER/OTHER DEPENDENT TRAVEL

No travel expenses, transportation, lodging, meals or registration fees, etc., for spouses or other persons accompanying travelers on OAA travel will be reimbursed/paid.

When a traveler and a guest occupy a double room, the single room rate will be reimbursed, and must be noted as such on the travel expense voucher; however, if applicable, the additional cost of the room will not be included.

If a person on official travel is accompanied by a person not on official travel, and the expenses for travel, accommodations, or other services are incurred jointly by such persons, then reimbursement by OAA to the person on official travel is limited to the actual expense attributable to the traveler or to the amount that the traveler would have incurred if traveling alone.

DOCUMENTATION

Travelers are reimbursed for expenses properly approved and documented. Prior to travel, the traveller must submit a Request to Travel form to the OAA Office Administrator and receive approval from the Board of Directors.

Time, effort and confusion are minimized when travelers complete their expense reports fully and accurately and submit them on a timely basis upon trip completion. Travellers must use the OAA Expense Report Claim form when submitting for reimbursement to the OAA Office Administrator. If receipts are lost or misplaced, the traveler should obtain a replacement receipt to accompany the expense report, or those expenses will not be reimbursed. When completing the expense report, make sure you are filling out the most recent revision of the form. All expense forms and receipts should be submitted as one pdf document.