



Sherwood Park Minor Baseball Association	
Guideline: Expense and Travel Guideline	
Effective Date: March 12, 2014	
Supersedes: Original – March 12, 2014	
Mission Statement	
To foster and encourage the growth and enjoyment of the sport of baseball by teaching the value of sportsmanship, skills and competition.	
Rationale:	
These policies and procedures are designed to act as a guideline for association travel and entertainment expense and miscellaneous expense reimbursements. This policy is designed to accomplish the following key points: <ul style="list-style-type: none">• Ensure all members of SP MBA have a clear and consistent understanding of policies and procedures in regards to expenses that are reimbursed by the Association; and• Provide the appropriate level of accounting & controls for the Association to ensure that expenses are reviewed & approved by the appropriate person, and meets all guidelines for Not for Profit Associations for audit purposes.	
Details:	
Enforcement Members who do not comply with this policy may be subject to delay or withholding of reimbursement. Alcoholic Beverages Members will not be reimbursed for any alcoholic beverages during any functions. The only exception is when alcohol is purchased under a liquor license for a SP MBA function (AGM), and the amount being reimbursed will only cover the amount that was purchased for this function and was bought to be sold. Lodging/Hotel Members will be held responsible for and will not be reimbursed for “no-show” charges, unless there is sufficient proof that the billing is in error or circumstances were beyond the member’s control. Any “extra” charges will not be reimbursed. Example: movies, bar fridge expenses, etc.	

SHERWOOD PARK MINOR BASEBALL ASSOCIATION MISSION STATEMENT

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**Procedure:****REPORTING GUIDELINES**

Members are requested to file expense reports no later than 30 days following the completion of the trip or of incurring the expense.

Documentation Requirements

Members must provide the following information in order to be reimbursed for any association related meals or entertainment expenditures:

- Names of individuals present
- Name and location of where the meal or event took place
- Exact amount and date of the expense
- **Original Receipts only accepted upon submission**
- Detailed receipts for all expenditures. Please note: restaurant chits and credit card statements (i.e. Amex tear out receipts included in a monthly statement) are not considered an acceptable form of receipt

Incorrect or Incomplete Expense Reports

Expense reports that are incorrect or incomplete receipts:

- Will be returned for completion.
- May result in delay or non-reimbursement of specific items.

APPROVAL/AUTHORIZATION PROCESS

All expense forms will need to have an approval signature. The approval signature must be from one of the Executive Board Members, who is aware of the expenses that were incurred. A cheque will be processed within 15 days from receipt of the approved expense form.

Expenses for Teams that is charged from the Association

The Association will invoice all expenses that are to be reimbursed by teams during the season within 10 days from the date that the cost was incurred. (Baseball Alberta Fees, etc). The teams can expect any miscellaneous invoices to be sent within 20 days from the end of the season. (Lights at CP9). Additional equipment charges will be invoiced within 20 days from the return of the equipment.

In Closing

SPMBA Policies and Guidelines are designed to facilitate a continued successful and cost effective Association.

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